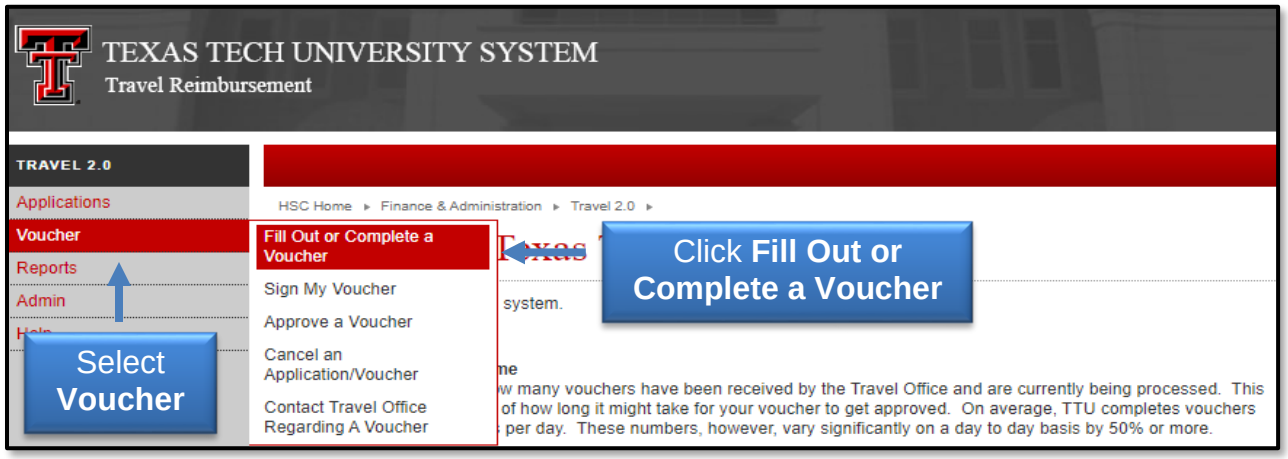
Completing the Travel Voucher

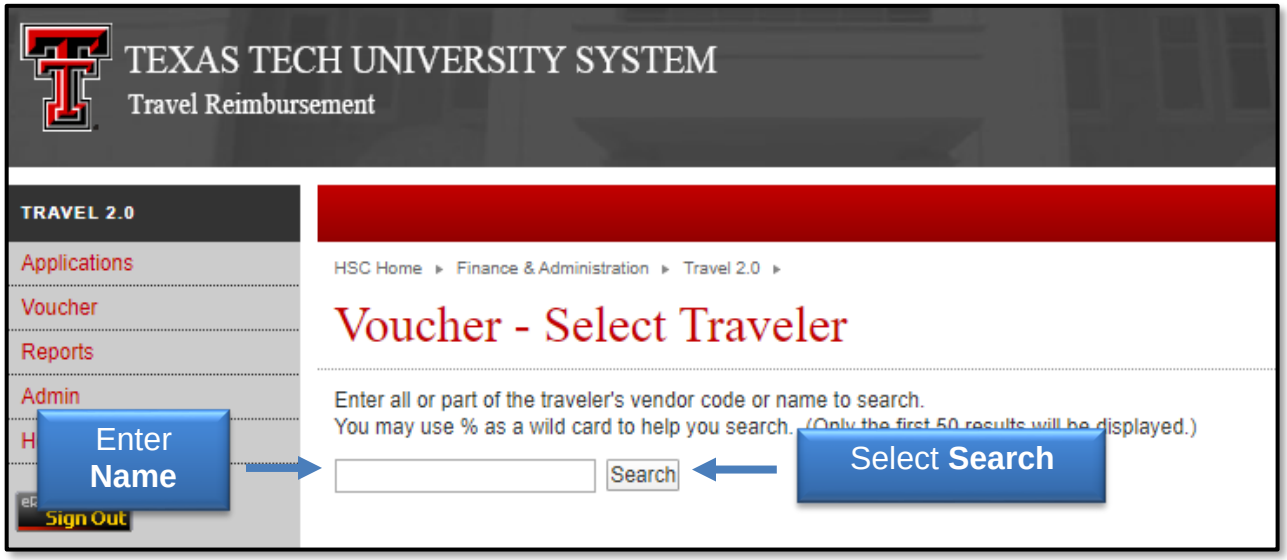
A Travel Voucher must be completed no later than 30 days after a trip. If you receive an advance, the voucher along with supporting documentation must be received in the Travel Office no later than 15 days after the completion of the trip.

To begin the Travel Voucher process, Select **Voucher** from the Travel System main menu. Then, click **Fill Out or Complete a Voucher**.



You must locate the original Travel Application to complete the Voucher. To complete the application, enter the last name of the traveler surrounded by the wild card signs % in the Search field.

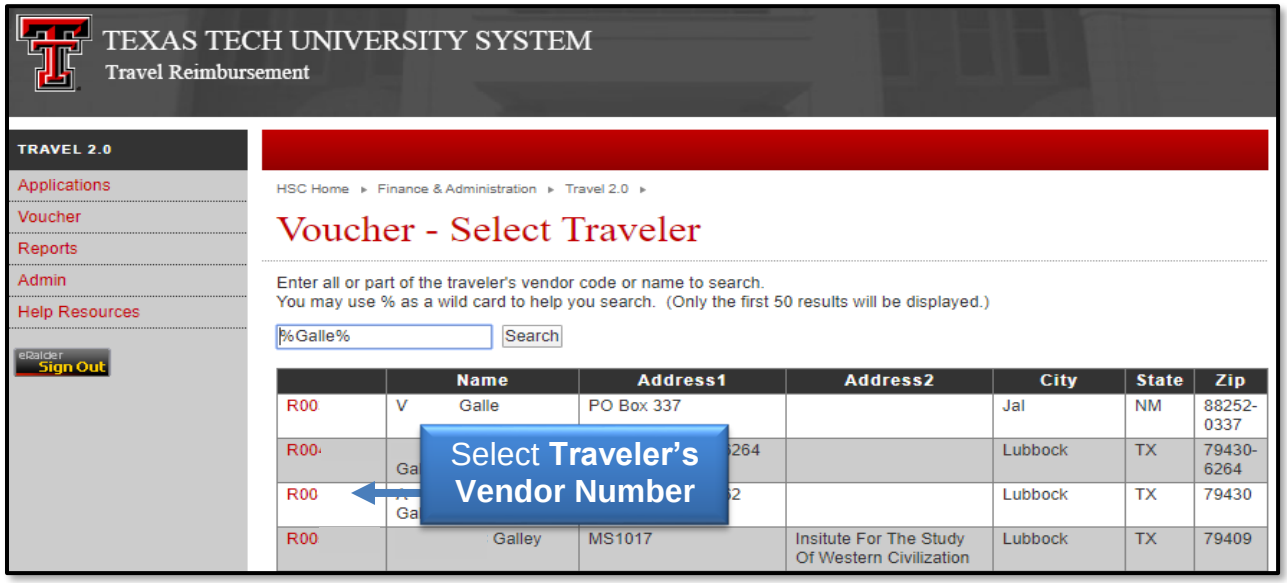
After entering the search criteria, select **Search**.



Only the first 50 results will be displayed. Select the **Traveler's Vendor Number**.

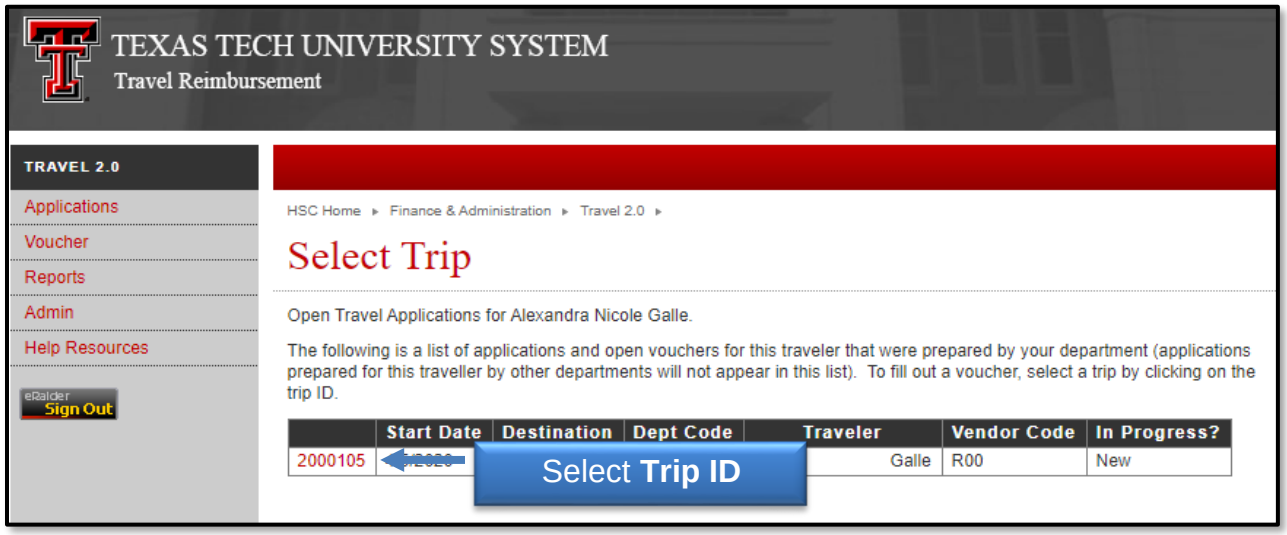
Lubbock campus employees must select the Vendor Number with their Department Name and Mail Stop in the Address fields.

All other campus employees will need to select the Vendor Number with their Department Name and address in the Address fields.



A list for a Travel Applications and open vouchers for the selected Travel Vendor Number that were prepared by your department will appear. Applications prepared for this traveler by other departments will not appear in this list.

To fill out a voucher, select a **Trip ID**.



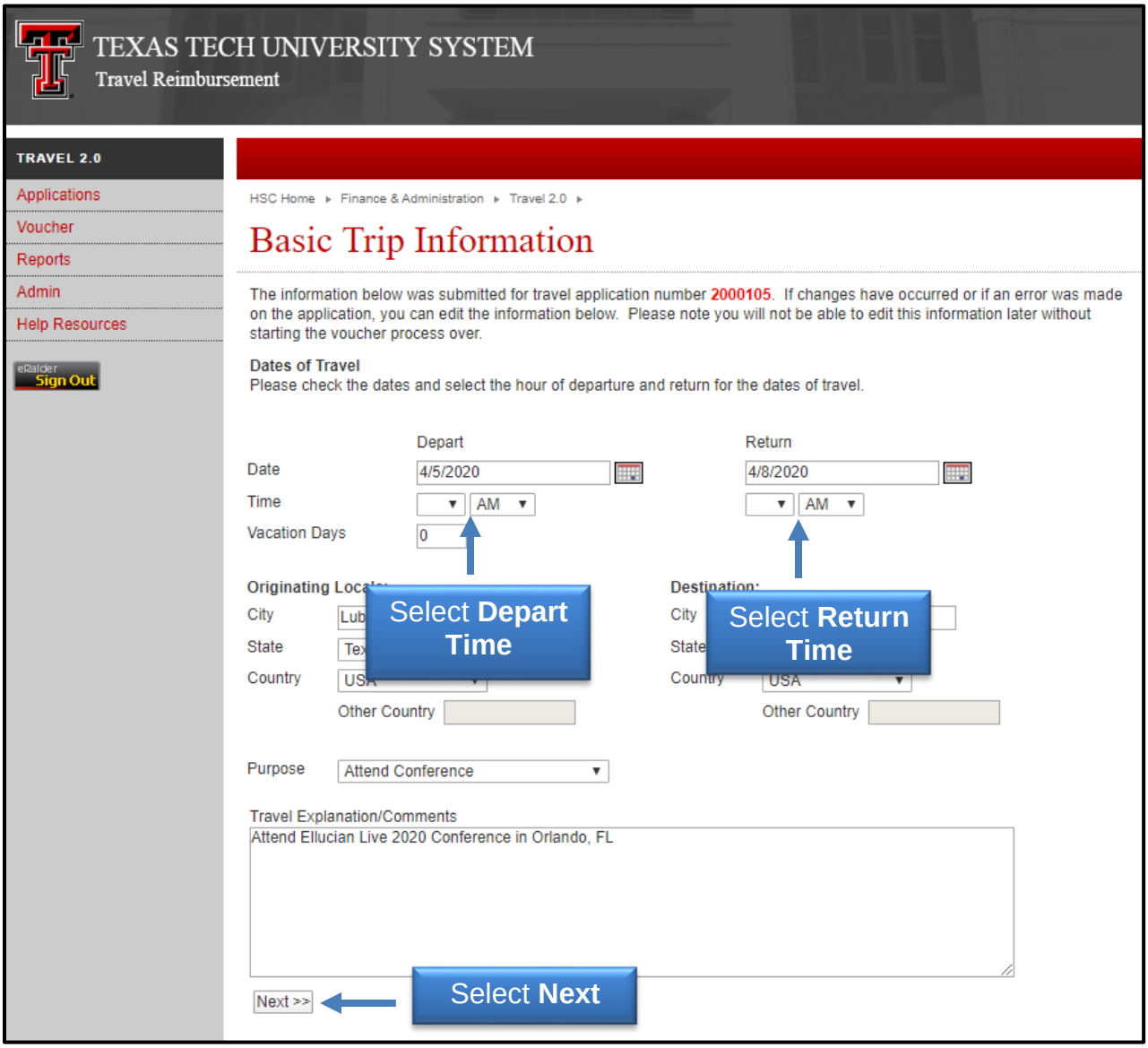
Completing the Travel Voucher

The basic trip information for the travel application selected will appear on the screen. If changes have occurred or if an error was made on the application, you can edit the information.

Note: you will not be able to edit this information later without starting the voucher process over.

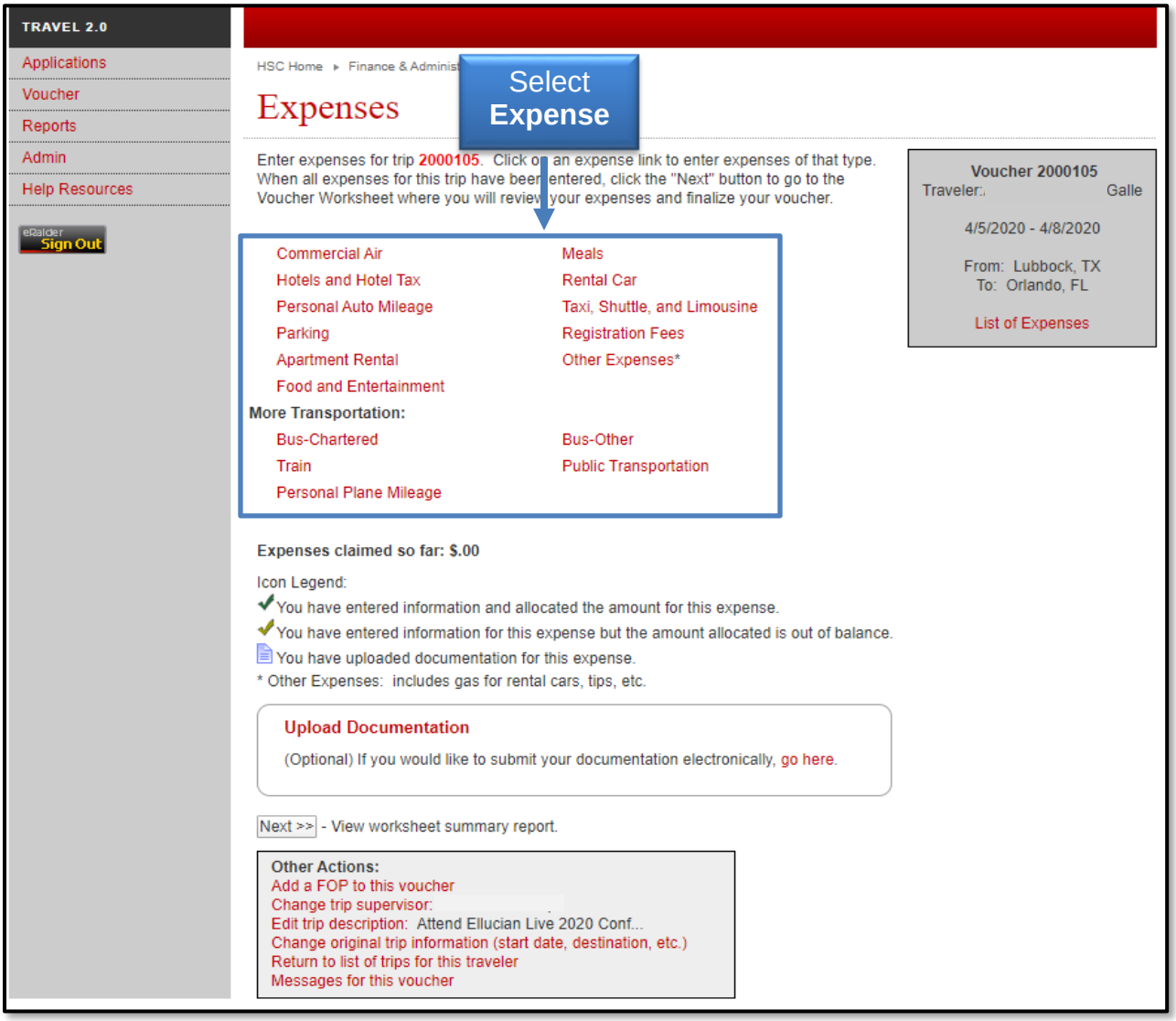
Check the dates of your trip. Select the **hour of departure** and **return for the dates of travel**.

Once you have verified the basic trip information is correct, click **Next**.



Expenses

You will need to select the type of expenses you incurred on the trip. Select the appropriate Expense and enter the necessary information.

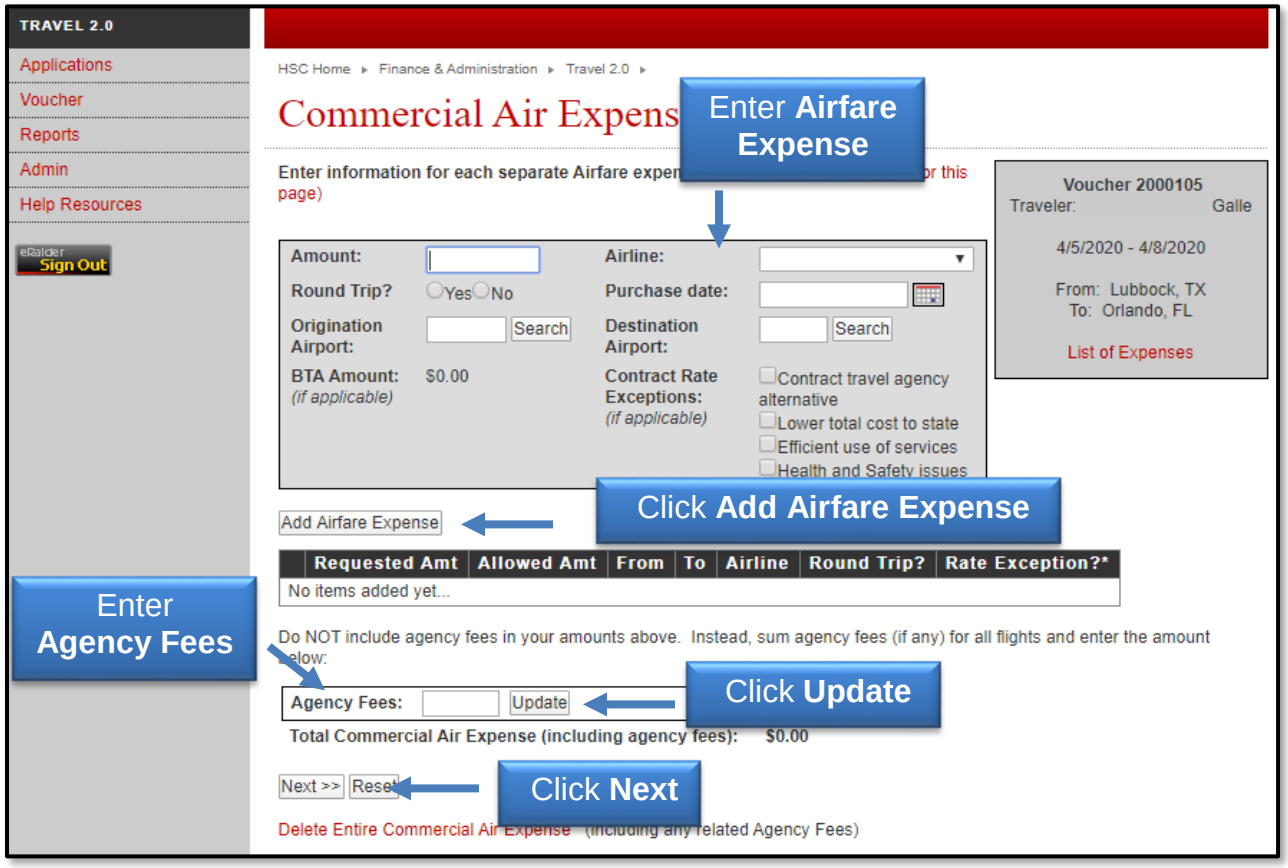


Commercial Air

Enter information for **each separate Airline expense item (ticket)**. Once you finish with an item, click **Add Airfare Expense**.

Do **NOT** include agency fees in the Amount field. Instead, total agency fees, if any, for all flights and enter in the **Agency Fees Box**, then click **Add/Update**.

Once the commercial air expense is complete and verified, click **Next** to continue to enter the rest of your trip expenses.



You may allocate the airfare and agency fee expenses if you have more than one FOP listed. Select the **Add Another FOP** link to include another FOP to the list.

When done, click **Next**.

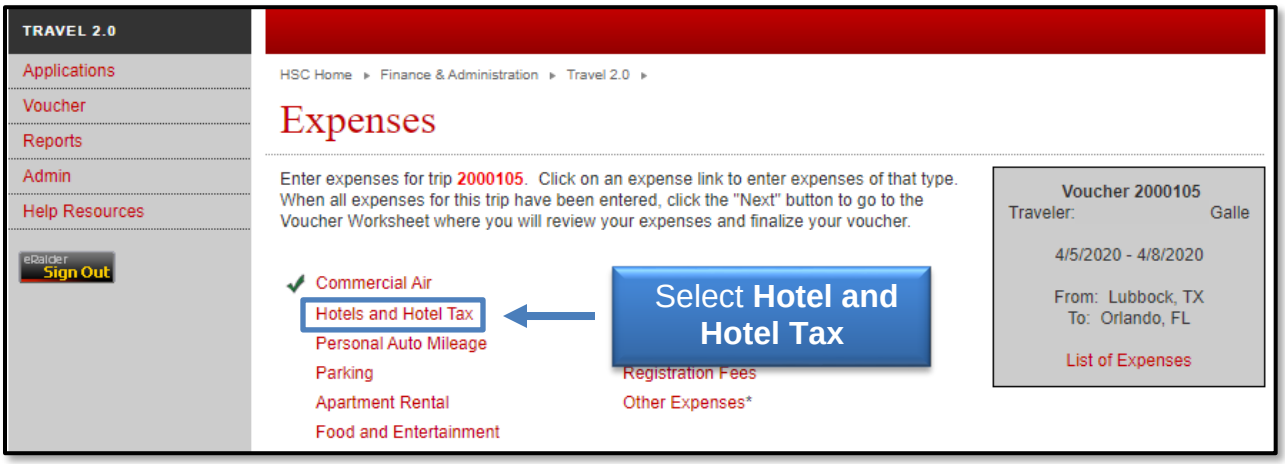
To upload the required documents for the airfare and agency fee expenses, files should be in standard format, e.g. email, Word, Excel, PDF, TIFF, JPG, etc. For images, please make sure all information is readable.

Please DO NOT upload any documents with visible CREDIT CARD NUMBERS, BANK ACCOUNT NUMBERS, or other sensitive PERSONALLY IDENTIFIABLE INFORMATION (PII).

After you have finished adding the required documents, click **Next**.

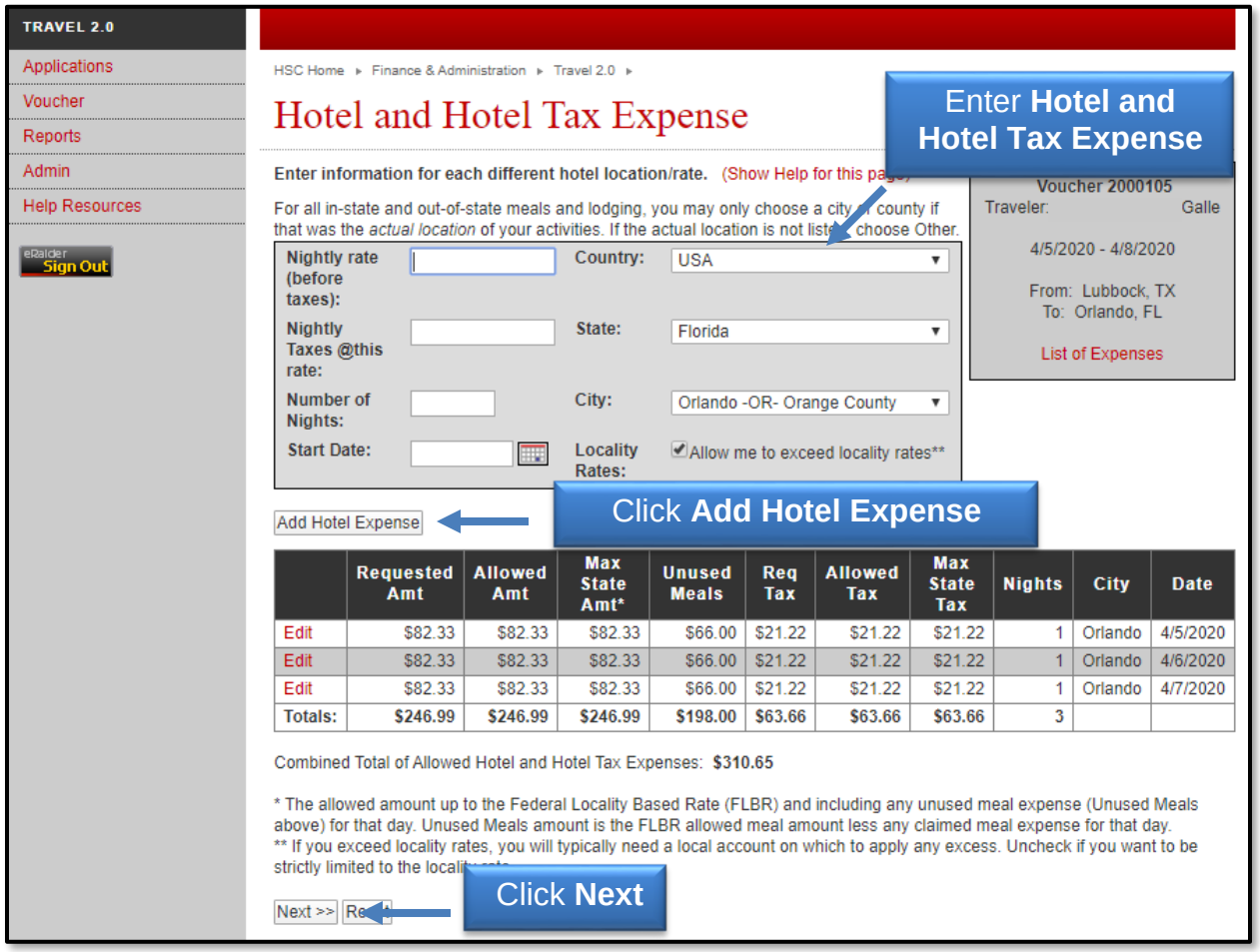
Hotels and Hotel Tax

Select the **Hotels and Hotel Tax** link.



Enter the **Hotel** and **Hotel Tax Expense** for each different hotel location/rate. Do **Not** include the 6% Hotel Sales Tax if it is a Texas Hotel. Click **Add Hotel Expense**.

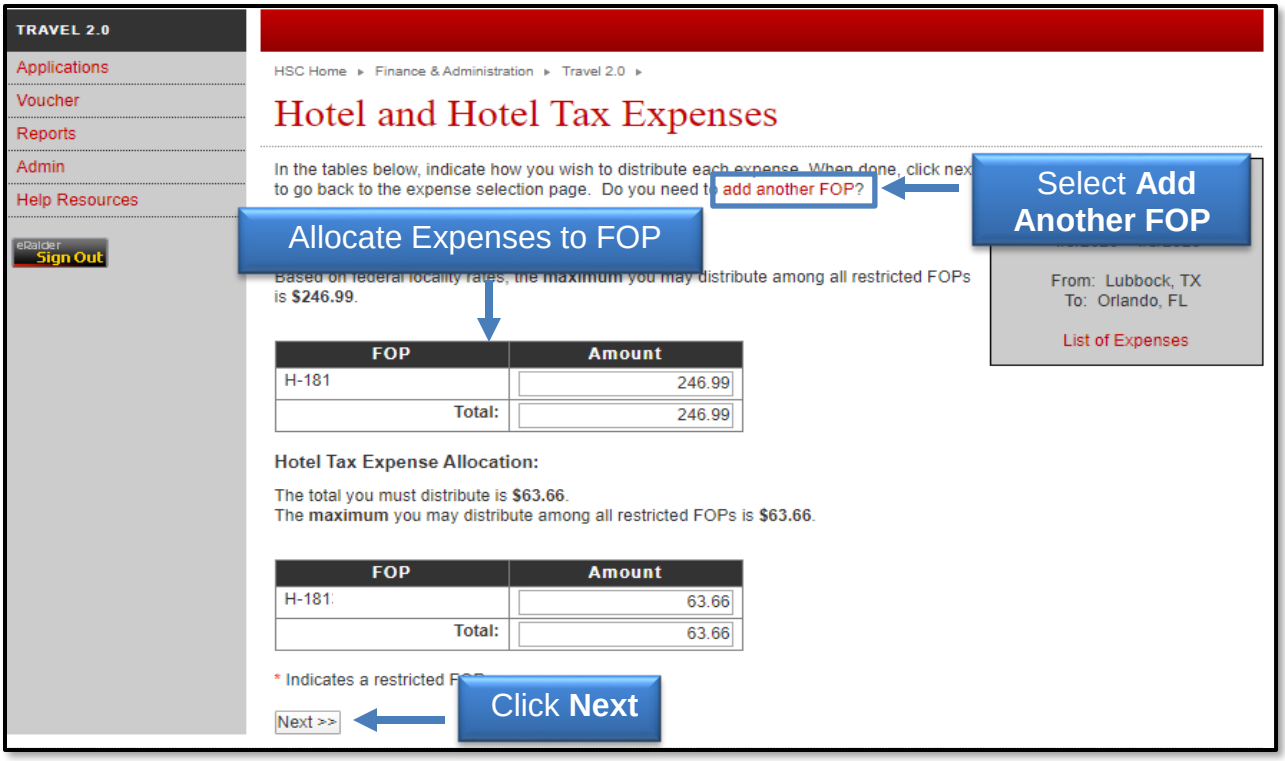
Once the expenses are added, they will be listed and may be edited, if needed. After verification, select **Next**.



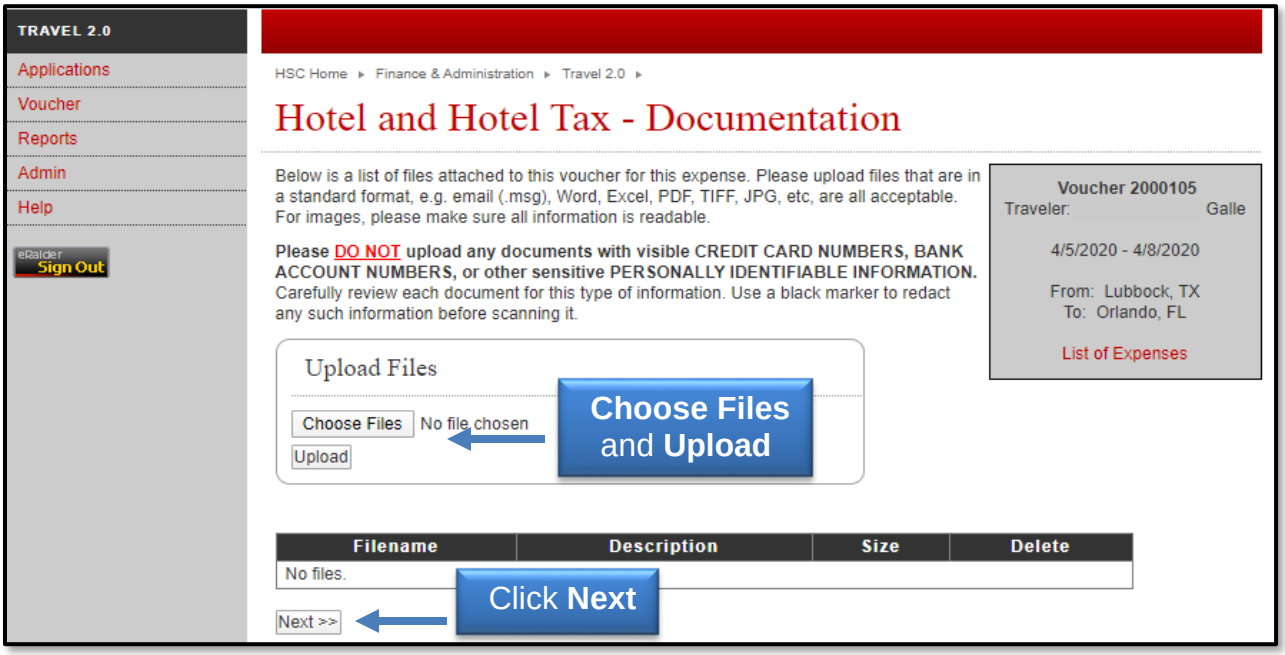
You may indicate in the tables how much you want to distribute to each expense.

You may also select the **Add Another FOP** link to include another FOP for the expenses.

When done, click **Next** to go back to the expense selection page.

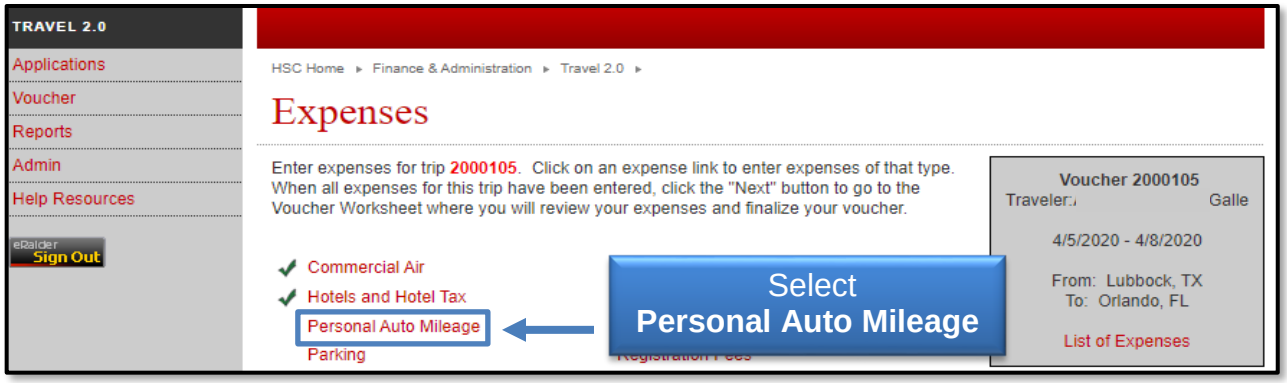


Attach the required **Hotel and Hotel Tax documents** for this expense voucher. Select **Next**.



Personal Auto Mileage

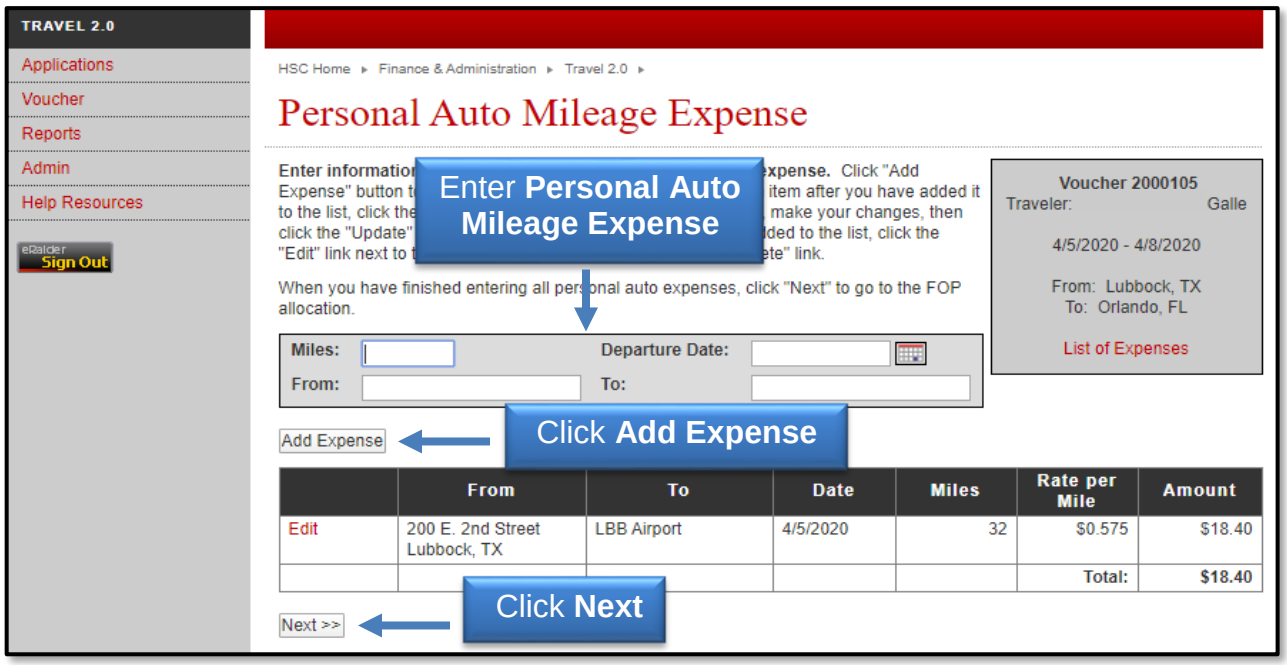
Select the **Personal Auto Mileage** link.



Enter information for each separate **personal auto mileage expense**. Click **Add Expense**.

There are two methods for reporting mileage. The **Odometer Method** requires you enter the total miles from the employees personal mileage report. A form must also be attached. If you used the **Point-to-Point Method**, enter the designated miles to and from each starting place, address and city. A MapQuest report or other back-up map with mileage will be required to verify the distance.

If you need to edit an item after you have added it to the list, click **Edit** next to the item you want to modify. Make the necessary changes, then click **Update**. When you have finished entering all personal auto expenses, click **Next** to go to the FOP allocation.



You may indicate which FOP to distribute the personal auto mileage expense, then click **Next**.

You may also select **Add Another FOP** if the FOP you need is not listed.

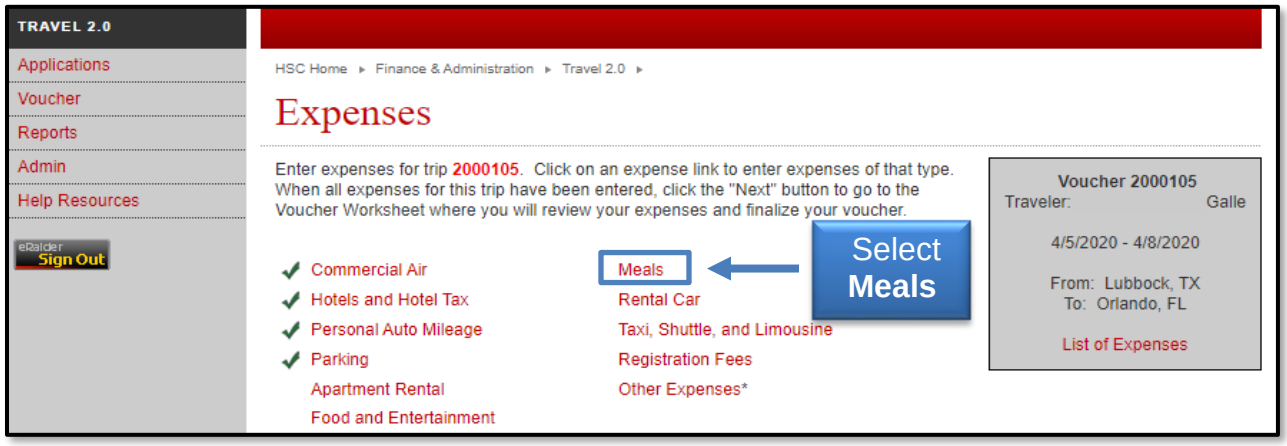
When complete, click **Next**.

Attach the required **Personal Auto Mileage files** for this expense voucher.

Select **Next** to finish entering your expenses for your trip.

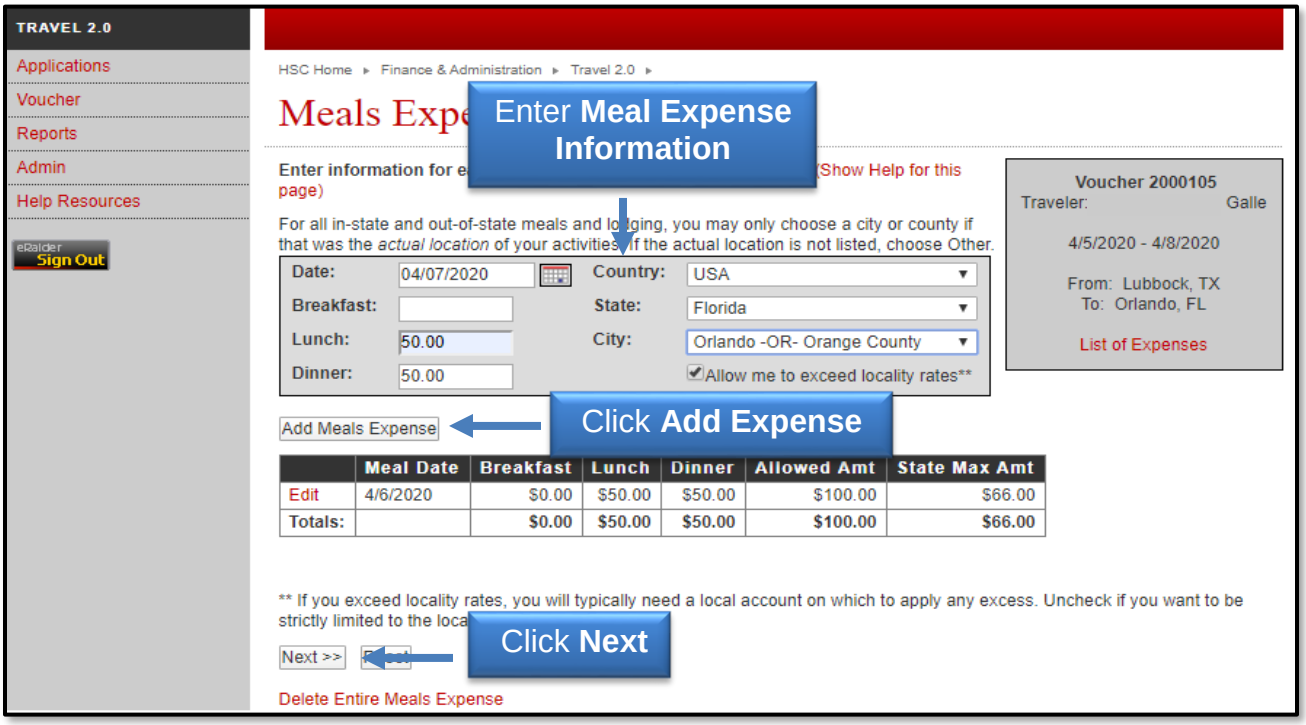
Meals

Select **Meals** from the type of expenses.

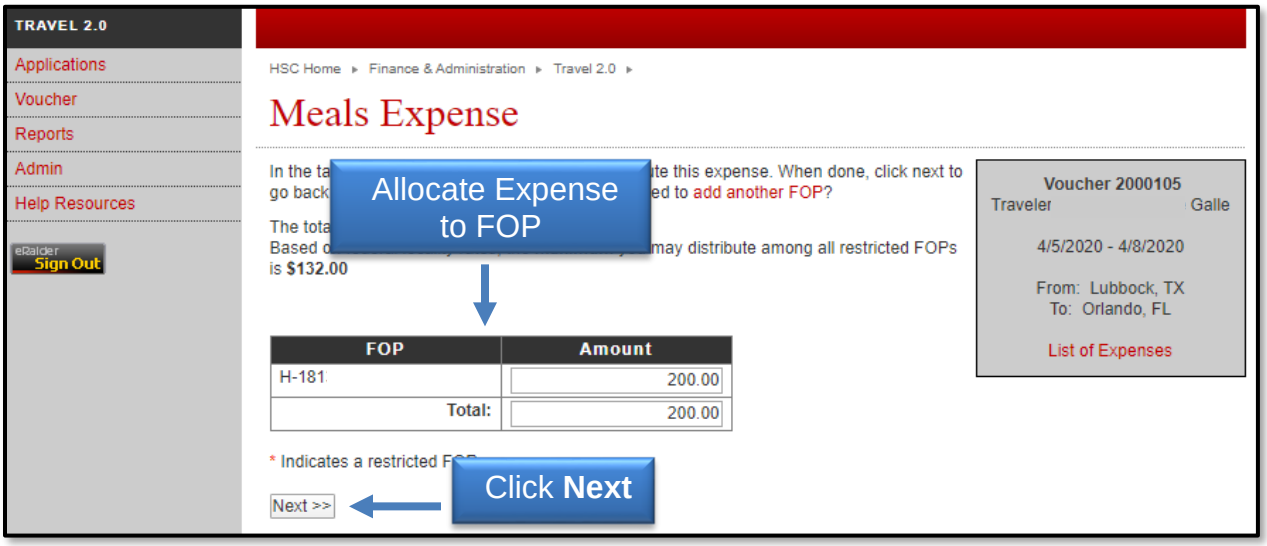


Enter your **meal expense information**. Keep tips with meals. If alcohol was purchased with meals, you must deduct alcohol and tip associated with the alcohol. Click **Add Meals Expense**. You will need to enter meal information for each day.

Once you have entered the meal information for your trip, click **Next**.



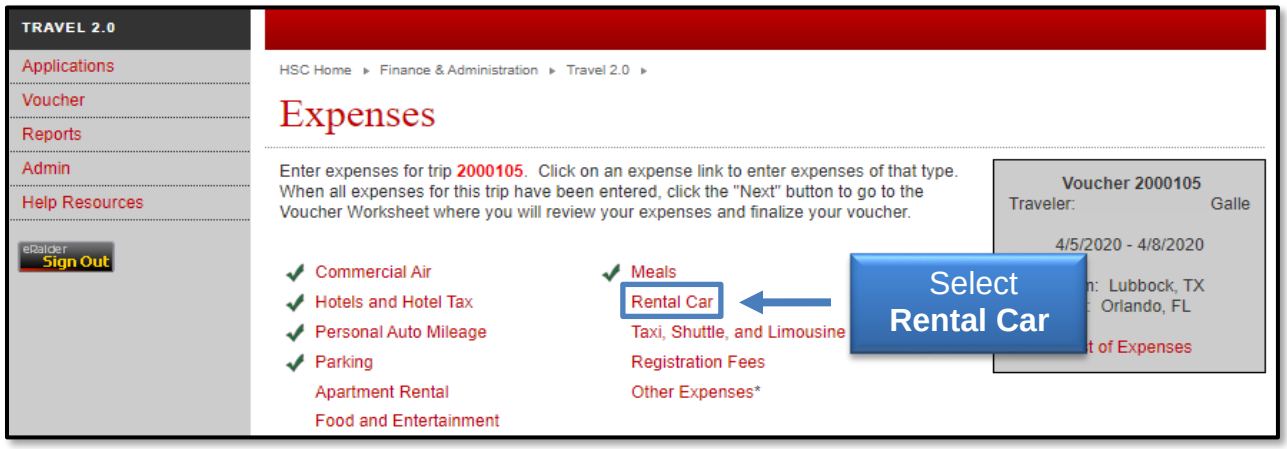
Indicate how you want to distribute the meal expenses in the table. Allocate tips to a local FOP. When done, click **Next**.



Upload the required **Meals Expense files** for the voucher next. You may also submit the documents from the Expense main page.

Rental Car Expenses

Select **Rental Car** from the type of expenses.



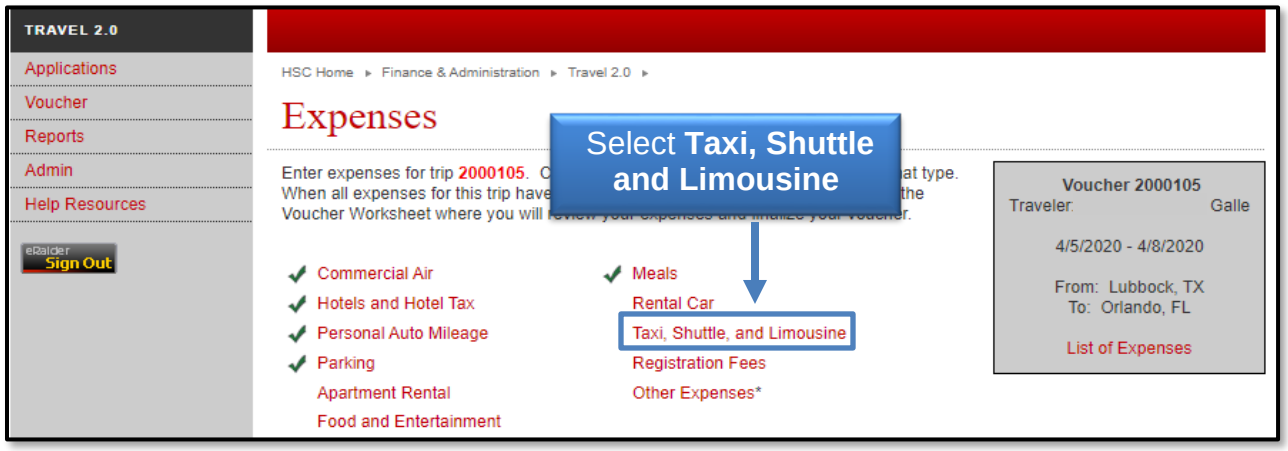
Enter information for each separate rental car expense. Click **Add Expense** to add the item to the list. If renting a vehicle larger than a Standard Type, you must state a purpose or reason with your back-up documentation.

When you have finished entering all rental car expenses, click **Next**.

You'll be able to distribute the rental car expense to a select FOP(s). Electronically attach the required Rental Car expense files to the voucher. You may also submit rental car expense documentation from the Expense main page.

Taxi, Shuttle, and Limousine

Select **Taxi, Shuttle, and Limousine** from the type of expenses.



Enter a **Description** and **Amount** for each separate taxi, shuttle or limo expense. Click **Add Expense** to add the item to your list.

If you need to edit an item after you added it to the list, click **Edit** next to the item you want to modify. After you make your changes, click **Update**.

When you have finished entering all taxi, shuttle, and limo expenses, click **Next**.

Indicate in the table the way you want to distribute the taxi, shuttle and limousine expense if you have more than one FOP. Allocate tips to a local FOP.

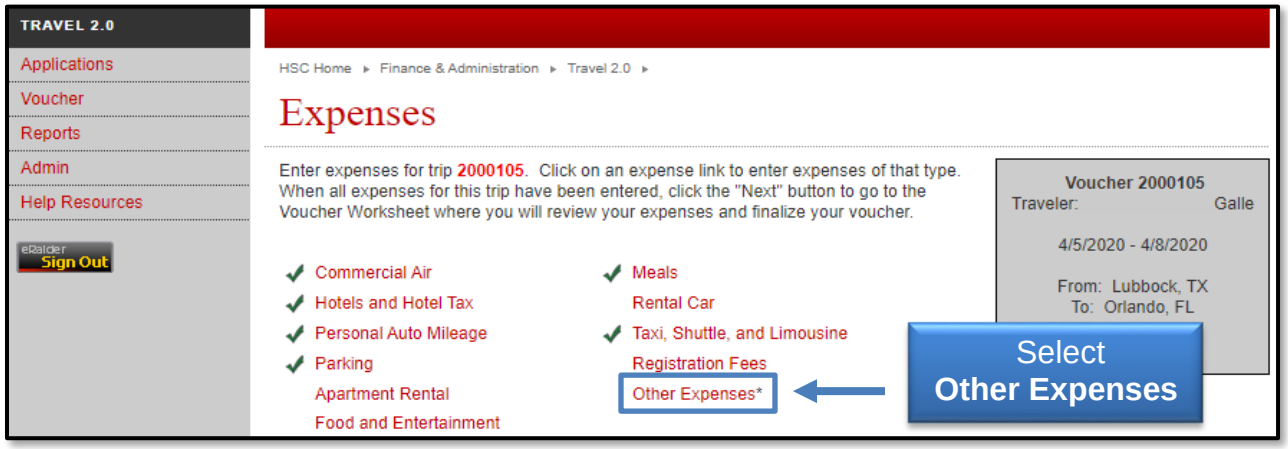
You may also select the **Add Another FOP** link to include another FOP for the expenses.

When done, click **Next**.

Upload the required **Taxi, Shuttle, and Limousine expense files** for the voucher next. You may also submit the documents from the Expense main page.

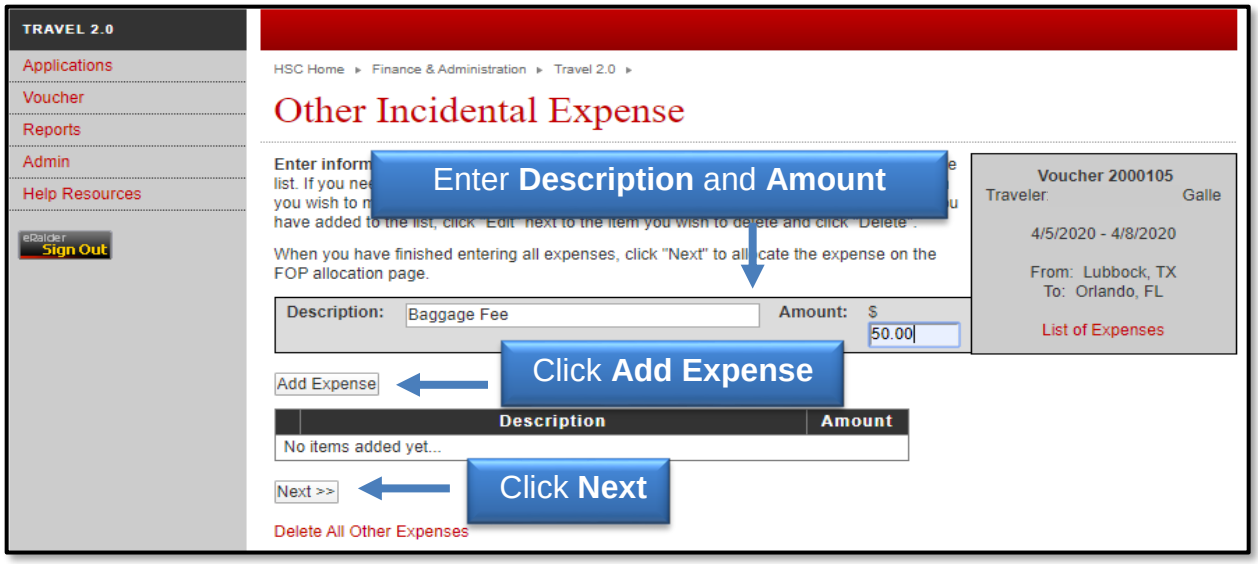
Other Expenses

Select **Other Expenses** from the type of expenses.



Enter a **Description** and **Amount** for each separate other incidental expense for your trip (e.g. baggage fee), then click **Add Expense**.

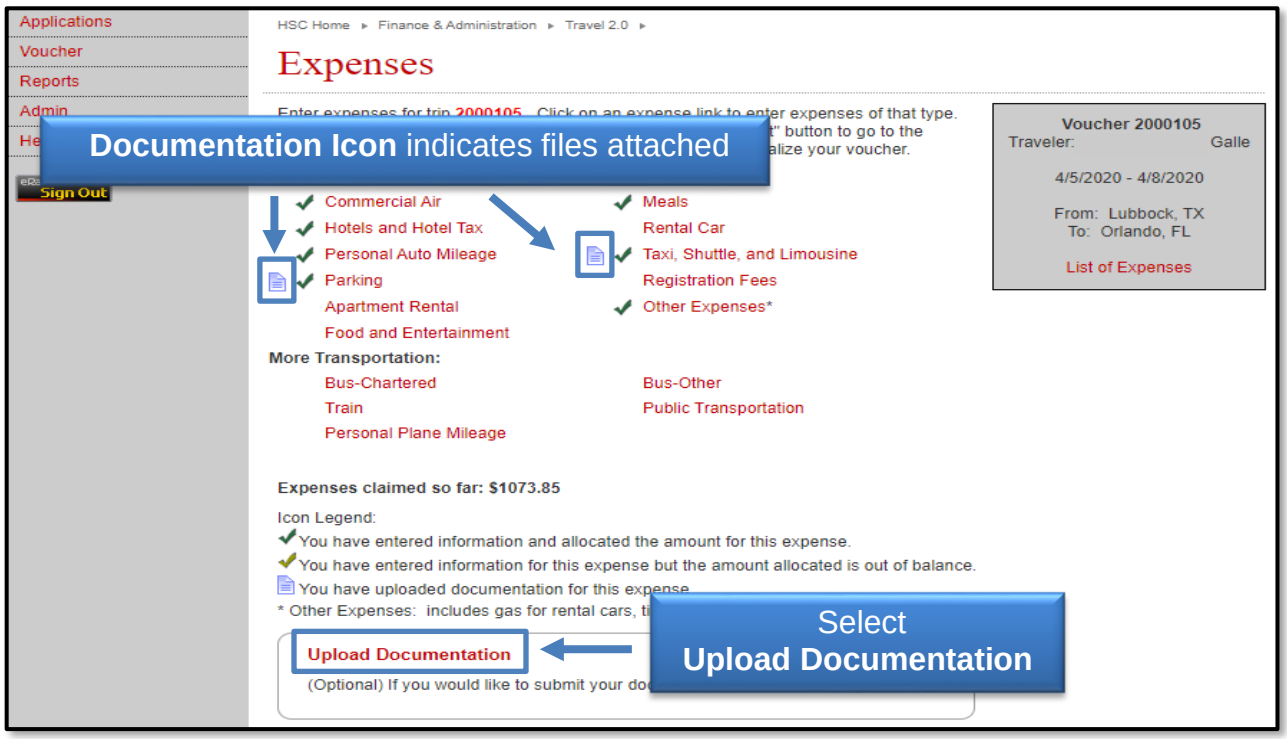
When you have finished entering all other expenses, click **Next**.



Distribute the other expenses to the appropriate FOP(s), then upload the required other expense files**.**

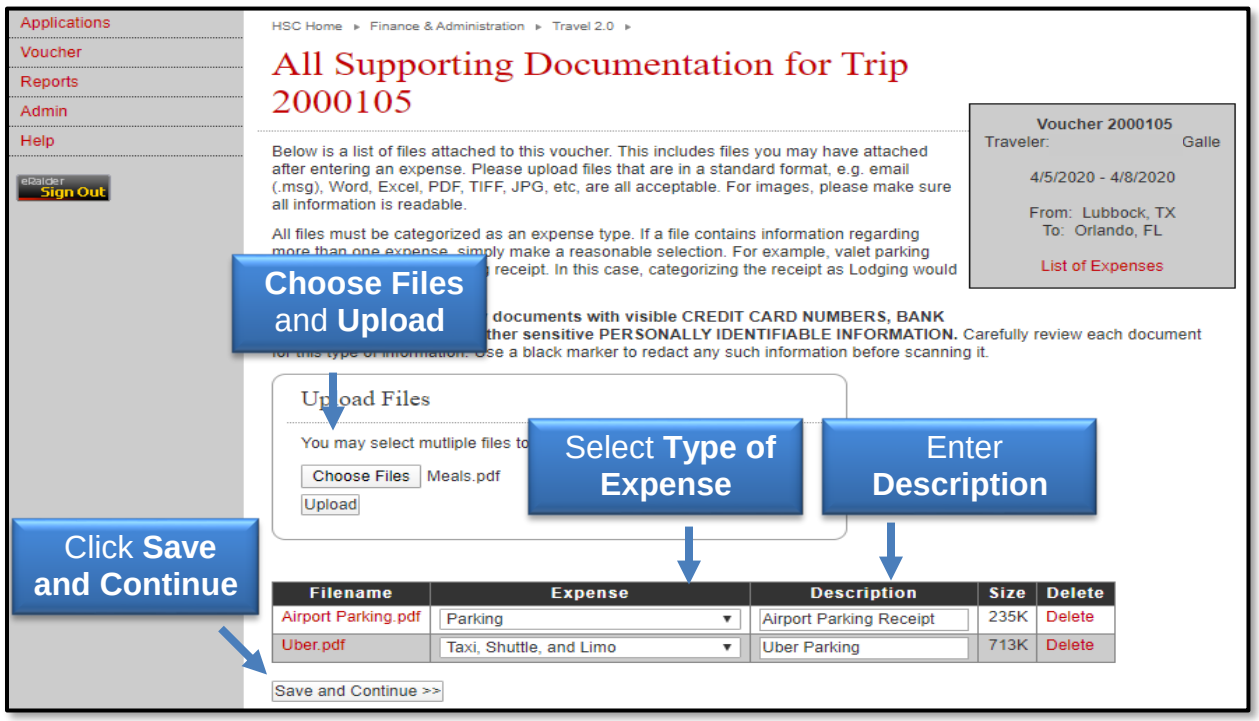
Upload Documents

If you have not submitted any of the required documents for the expenses while going through the process, select **Upload Documentation** from the Expenses main page. Any documentation that has been submitted for an expense will be indicated with a document icon.

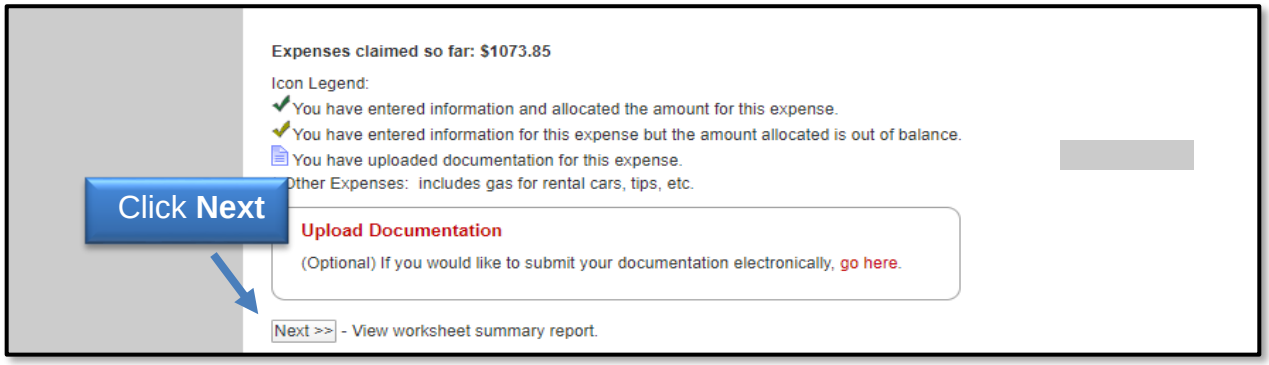


You will see the list of attached files for the voucher. Upload any remaining documents for the trip by clicking **Choose Files**. You may select multiple files to upload at the same time, then click **Upload**.

All the files must be categorized as an expense type using the drop-down menu and you'll need to type in a description. Once you finish, click **Save and Continue**.



When all expenses for the trip have been entered, click **Next** to go to the Voucher Worksheet where you will review your expenses and finalize your voucher.



The Voucher Summary provides a brief review of the data entered. Select **View Worksheet in PDF format** to save and/or print the PDF of your voucher summary.

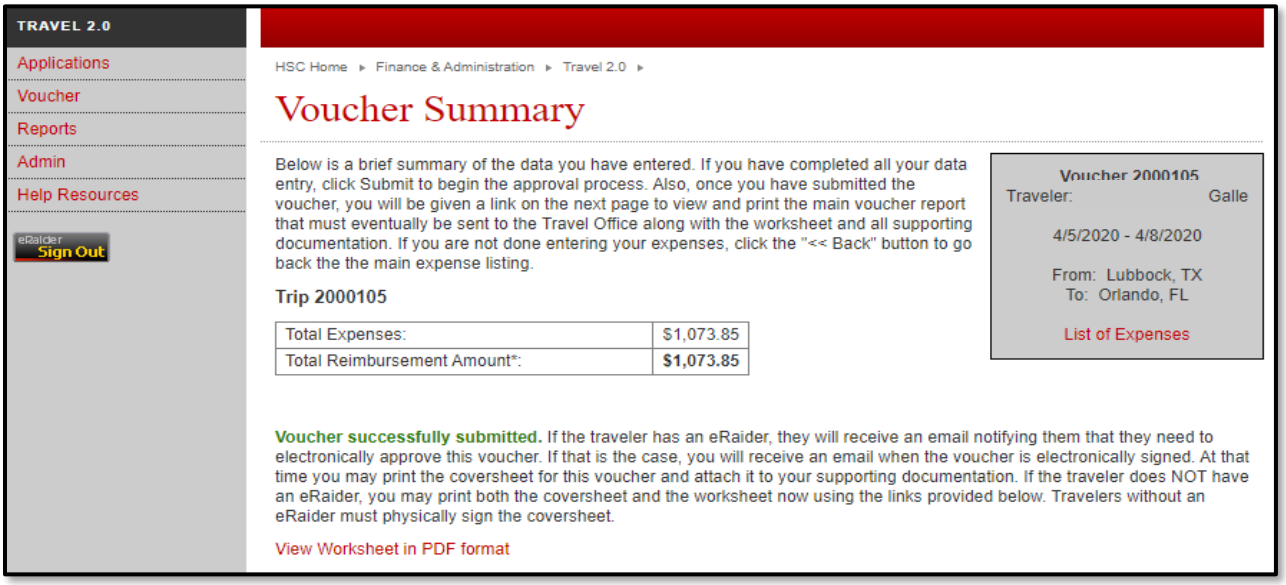
If you have completed all your data entry, click **Submit Voucher** to begin the approval process.

Completing the Travel Voucher

If you need to make changes to your voucher, use the Back button.

The travel voucher has successfully be submitted to the Travel Office.

You must now electronically or physically sign the voucher. If required documentation was not submitted electronically, files will need to be turned into the Travel Office



If you have additional questions, please contact the Travel Office at Travel@ttuhsc.edu.