



Application Submitted (AS): The application has been submitted to the Travel Office. The traveler's supervisor and fund managers have been notified via email. The application has one or more advances or BTA's remaining to be issued.

Application Complete (AC): The application has no pending travel advances or BTA's and no further action is needed until the trip has occurred and the voucher is filled out and submitted.

Pending Electronic Signature (PE): Voucher has been submitted and is pending the electronic signature of the traveler. While at this status, the preparer can still go back into the voucher to make changes/edits and resubmit.

Voucher Submitted (VS): Traveler has electronically signed the voucher and it is now pending the signature of the Department Approver. If any edits or corrections are needed, preparer must email travel@ttuhsc.edu and request a voucher return.

Voucher Approved by Department Approver (VA): Department Approver has electronically signed the voucher and it can now be Received by the Travel Office.

Voucher Received by Travel Office (VR): The voucher has been received by the Travel Office and is in line for review. All vouchers are reviewed in the order they are received and the preparer will be notified at the time of review if additional information or documentation is needed. Please do not contact the Travel Office to request an estimated approval date as this information cannot be accurately pre-determined.

Voucher on Hold Pending Documentation (VH): The voucher has been unreceived by the Travel Office because further information or documentation is required. Travel personnel will notify the preparer by email when this occurs.

Voucher Returned to Preparer (VRP): The voucher has been returned by the Travel Office to the voucher preparer for corrections or other changes. Once the necessary changes have been made, the preparer will resubmit the updated voucher. Travel personnel will notify the preparer by email when this occurs.

Voucher Approved by Travel Office (VTA): Approval by the Travel Office initiates a journal entry to record the expenditures and release the encumbrance and also initiates an invoice for payment to reimburse the traveler.

Voucher Unapproved by Travel Office (VU): The Travel Office needed to review or possibly update the voucher after it has been approved, but before it has uploaded into the financial system. Once the additional action is complete, the voucher will be approved again by the Travel Office or returned to the preparer as needed.

Trip Cancelled (TC): Travel voucher was cancelled by department and traveller is no longer seeking reimbursement from TTUHSC. Contact Travel Department for additional assistance.