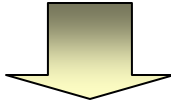


ONLINE TRAVEL APPLICATION INSTRUCTIONS



The traveler or another employee (preparer) may enter the application. These instructions are for whomever prepares the application. The preparer should follow the online instructions if they differ from these instructions.



Prerequisites for completing the online travel application:

- Establish [eRaider accounts](#) for preparer, traveler, traveler's supervisor and account manager.
- Obtain State Travel Card for traveler's expenses including prepaid items such as, contract airline, registration, etc. (See Operating Policy (OP) 79.03)

STEP 1: PRELIMINARY INFORMATION	
Step	Explanation
1. Go to Travel Services Web site.	http://www.fiscal.ttuhs.edu/travel/main/travelhome.asp Note: At the Travel Services home page, click on one of the links on the right side of the screen to learn more about the online travel system, review the travel OPs, or view past e-mail travel system announcements.
2. Click on the "Application" link.	On the left side of the screen.
3. Enter the preparer's eRaider user ID and password.	Click on the "Submit" button. Note: This screen has links to set up an eRaider account or to assist the preparer who has forgotten his or her eRaider password.
4. Complete/update information.	The first time the preparer logs onto the Travel Services Web site, the next screen will request his/her telephone number and supervisor's eRaider logon ID. This allows the travel system to send an online copy of travel activity to the appropriate supervisor. There is also a box for the preparer to subscribe to travel system changes e-mail. The default setting is checked.
5. When completed, click on the "Submit" button.	A second screen will appear asking the preparer to confirm the name of the supervisor. If the name is incorrect, click on the "<<Back" button and enter the correct eRaider logon ID. Click on the "Next>>" button to proceed.
6. The "Application Menu" screen appears next.	To complete a new travel application, click on the link "Fill out a Travel Application."
7. Enter the social security number or Tech ID number of the traveler.	Do not use dashes between numbers. Click on the "Next>>" button.
8. Identify the traveler.	Indicate if the travel is for an employee/student, prospective employee, or a non-employee/speaker/participant.
9. Confirm the traveler's supervisor.	Confirm the name of the traveler's supervisor. If the supervisor listed is not correct, enter the name and eRaider account of the correct supervisor.
10. Verify the Social Security/Tech ID number entered previously.	Check that the information in "Vendor Record" is correct. Since reimbursement/travel advance checks will be sent to this address, ensure the information is correct. For TTU employees, this address should be their campus mail stop. Modify the record only if the information is necessary for mailing purposes. When this has been done or if no changes are necessary, click on the "Next>>" button.

STEP 2: TRIP DESCRIPTION

Step	Explanation
1. The preparer will enter information:	Enter the information for the current trip on the next screen. Note: The preparer may tab between fields.
a. "Start Date"	Enter the date the traveler will leave the designated headquarters. Use an "mmddyy" format.
b. "End Date"	Enter the date the traveler will return to the designated headquarters. Use an "mmddyy" format.
c. "Originating Locale"	Enter the city and state from which the employee will begin the official state travel. In most cases, this will be the employee's designated headquarters.
d. "Major Destination"	Enter the duty point for the trip: <ul style="list-style-type: none"> i. If the traveler has more than one duty point, list the employee's final duty point before s/he returns to the designated headquarters. The intermediate duty points should be listed under "Travel Explanation." (See Section f below.) Please do not list more than one duty point in the "Destination" box. ii. If the duty point is Washington, D.C., a dialogue box will appear when the preparer completes this screen. The preparer will be cautioned that the traveler must complete a "Report of State Agency Travel to Washington, D.C." if the trip is being reimbursed with state appropriated funds, and the form's Web site location will be given. A copy of the completed form must accompany the voucher submitted for reimbursement after completion of the trip. iii. If the duty point is located in a foreign country other than Canada or Mexico, a dialogue box will appear when this screen is completed reminding the preparer that the traveler must have written approval for the trip at least 30 days prior to the departure date, and that a copy of the written approval must accompany the voucher submitted for reimbursement after completion of the trip. (See OP 79.05.)
e. Indicate purpose for the travel	Choices include "Attend Conference", "Travel Between Campuses", "Present Paper", "Continuing Education", or "Other". Highlight one of these selections by clicking on the item.
f. "Travel Explanation"	State the purpose of the travel; i.e., explain why the trip is necessary, how it benefits TTU, and/or if it is required in the performance of duties by the employee. If the traveler is presenting original research, give the name of the professional organization (do not use abbreviations), the nature of the meeting, title of the paper, and publication plans and their status. List any other pertinent data supporting the application. Click on the "Next>>" button.
g. Will the traveler be taking leave during this trip?	If no , click on the "Next>>" button. If yes , check the empty box. Supply the following information: the start and end dates of the personal leave and the city, state, and country where the leave will be taken. Then, click on the "Next>>" button.
h. Group travel or executive travel?	If the application is for a group of undergraduate students, click on the option for group/team travel. (The application must be in the name of the group travel sponsor, an employee of the university.) The executive travel option is for administrators at the system and university level and requires extra documentation and reporting with the voucher.

STEP 3: TRANSPORTATION REQUEST	
Step	Explanation
<p>1. Will the traveler need a university Business Travel Account (BTA) for the airfare? This is also known as a Transportation Request (TR). See OP 79.06 at http://www.depts.ttu.edu/opmanual/OP79.06.htm</p>	<p>a. If no, click on the “Next>>” button.</p> <p>b. If yes, check the empty box. Supply the following information:</p> <p>Check the appropriate button to explain reason for BTA/TR:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Does not qualify for state travel card or <input type="checkbox"/> Has been denied a state travel card <p>The name of a travel agency and contracted agent handling the reservations. (A scroll-down list is available.)</p> <p>The TechFIM account to be charged.</p> <p>The estimated cost of the airfare. (Do not use commas when entering the dollar amount.)</p>
<p>2. Enter the traveler’s ultimate destination city and state.</p>	<p>Click on the “Next>>” button.</p>
<p>3. If the preparer has entered travel dates that indicate the trip has already occurred:</p>	<p>This screen will advise that the traveler is ineligible to request a BTA.</p> <p>Note: If the traveler requests a TR or cash advance, your department will not be able to cancel the submitted application. E-mail Travel Services to request a cancellation. <Insert e-mail address></p>

STEP 4: TRAVEL EXPENSE ESTIMATES

Step	Explanation
1. The next screen will ask for an estimate of travel expenses :	The expenses should not include any amount already paid on a PO or RI, such as registration fees.
a. Commercial airfare	<p>If the traveler will be using commercial airlines, complete this box.</p> <p>Note: If the traveler has requested a BTA/TR, this box will be accessed from that screen. There is also a link on the right side of the screen for the preparer to view the state contract rates. These rates open in a separate viewing screen that can be closed when the correct rate is located.</p>
b. Meal and lodging expenses	<p>The Travel Services Web site will automatically calculate the number of days for both. Enter the unit cost per day, and the correct extended amount will appear in the "Expense Total" column. (If for some reason you want to enter a lesser amount, the system will accept that.)</p> <p>Note: The preparer can view the allowable rates for meals and lodging for the destination city by clicking on the links on the right side of the screen. These rates open in a separate screen that can be closed when the correct rate is located.</p>
c. Rental car	<p>If the traveler expects to use a rental car, enter the number of days and the unit cost. The correct extended amount will appear in the "Expense Total" column. Include gas for the rental car under "Taxis, parking and other expenses."</p> <p>Note: The preparer can view the contract rates for rental cars by clicking on the link on the right side of the screen. These rates open in a separate viewing screen that can be closed when the correct rate is located.</p>
d. Personal auto	<p>If a personal auto is used, enter the estimated number of miles. The travel site will automatically extend the correct amount to the "Expense Total" column. If you are traveling between cities in Texas, the following Web site will provide the official mileage: http://www.window.state.tx.us/comptrol/texastra.html</p>
e. Taxis, parking, and other expenses	<p>Enter estimates for these items. If the traveler anticipates expenses for other things such as apartment rental, chartered buses, public transportation, use of a personal plane, or registration fees, click on the "Show other expenses" link to enter these estimates. If the traveler will be paying registration fees, see the footnote for the correct method to pay the fees for TTU employees.</p>
f. Total estimated expenses	<p>The total estimated expenses will automatically be calculated.</p> <p>When all expenses have been entered, click on the "Next>>" button.</p>
2. The next screen will request the accounts from which the trip's total expenses will be paid .	<p>Up to four different accounts may be used. The preparer should indicate the estimated amount to be charged against each accounting line. When this screen is complete, click on the "Next>>" button.</p> <p>The amounts distributed between multiple accounts must total the "Total Expenses" listed before the next screen appears.</p> <p>If the budget lines or the funds are not available, the preparer/traveler must consult with the appropriate account manager before completing the travel application.</p>

STEP 5: TRAVEL ADVANCE REQUEST

Step	Explanation
<p>1. The next screen will ask if the traveler needs a travel advance (TA).</p> <p>See OP 79.07 at http://www.depts.ttu.edu/opmanual/OP79.07.htm</p>	<p>a. If no, click on the “Next>>” button.</p> <p>b. If yes, check the empty box. The preparer will then be asked to provide the following information:</p> <p>To qualify for a TA, the traveler must state s/he does not qualify for a state travel card because of infrequent travel or has been denied a state travel card. Please check the appropriate button.</p> <p>If the traveler has used his/her state travel card to purchase an airline ticket well in advance of the trip to receive a discounted fare, and will receive the credit card statement before the trip is taken, the traveler may request a TA for the amount of the ticket. In this case, enter the name of the airline and the confirmation number. When the traveler receives the credit card statement, s/he should call Travel Services and ask that the advance be approved. S/He may present a copy of the charge card bill and pick up the TA the next working day.</p> <p>Note: The maximum that may be requested for a TA will be automatically calculated.</p> <p>Note: This option is not available if the traveler has requested a BTA/TR on a previous screen or if the ticket is not purchased with a state travel card.</p>
<p>2. Enter the requested amount for airfare and/or other expenses.</p>	<p>Click on the “Next>>” button.</p> <p>If the preparer has entered travel dates that indicate the trip has already occurred, this screen will advise that the traveler is ineligible to request a TA. Click on the “Next>>” button.</p> <p>Note: If an employee has an outstanding TA, additional travel applications will not be processed online until the outstanding balance has been cleared.</p>

STEP 6: APPLICATION SUMMARY REVIEW	
Step	Explanation
1. Travel Application Summary.	<p>The preparer should review this summary to check for accuracy.</p> <p>To correct errors, use the header links (General Information, Vacation, BTA/TR, Estimated Expenses, Accounts and Advance) to go back to correct errors. All previously entered information will be retained. Continue to click on the "Next>>" buttons to return to the summary page.</p>
WARNING: Do not use the "Back" button of your browser to return to previously inserted data.	
2. Authorization signatures.	<p>If the traveler's department requires authorization signatures for applications, click on the appropriate link. (This option may also be used for travel outside the 48 contiguous United States that requires administrative approval.)</p> <p>To print the summary page click on the "Print" button at the bottom of the page. Save this application until the appropriate signatures are obtained by clicking on the "Save Application and Submit Later" button.</p> <p>Note: The application remains in suspense until signatures are obtained and the preparer submits the application. To complete the application process, the preparer/traveler must retrieve the application and submit it with the authorization signatures.</p>
3. After the summary page has been reviewed for accuracy, the preparer may take one of four actions:	
a. Print	<p>Print a copy of the application summary for file, or as needed for the department, by clicking on the "Print" button.</p> <p>Note: This is an intermediate step. After printing, submit, save, or abort the application.</p>
b. Submit	<p>If all the information is correct, click on the "Submit This Application" button to officially submit the application.</p> <p>The next screen will confirm the application has been accepted with a unique application number. Confirmation e-mails will automatically go to the preparer, the traveler, the traveler's supervisor, and the primary account managers for all accounts funding the trip.</p> <p>If the traveler has requested a BTA/TR or TA, s/he will receive an e-mail when Travel Services has approved these items.</p> <p>If a BTA/TR was requested, the travel agency will automatically be notified by e-mail when Travel Services approves the BTA.</p>
c. Abort	<p>To void the application, click on the "Abort" button.</p>
d. Save	<p>If the application is not ready to submit, click on the "Save Application" button. This will place the application in suspense until the preparer/traveler is ready to submit the application. The application will not be processed until it is submitted, which affects TR/BTA and travel advance requests.</p> <p>If the application is saved, the preparer will get a message confirming this action and may either log out or go to other applications on the Travel Services Web site.</p>

OTHER ACTIONS

Step	Explanation
<p>1. Cancel a submitted application.</p>	<p>https://www.fiscal.ttuhs.edu/travel/RACFLogon/logon.asp</p> <p>Go to the "Application Menu" on the Online Travel System home page and log on. Click on the "Cancel an Application" link.</p> <p>The next screen will list all applications for the traveler that can be cancelled.</p> <p>Note: If an application involves a BTA/TR or TA, please contact the Travel Services office.</p> <p>Locate the application to be cancelled and click on the application number.</p> <p>The next screen will list a summary of the details for that trip. If this is the correct trip, click on the "Cancel This Application" button. If this is not the correct trip, click on the "<<Back" button to return to the list of applications.</p> <p>When the trip is cancelled, the next screen will confirm that the application has been cancelled. Print a copy of this confirmation for your files.</p>
<p>2. View an application.</p>	<p>To view or print a previously submitted application, go to the "Application Menu" on the Online Travel System home page. Click on the link entitled "View an Application" and follow the on-screen directions.</p>
<p>3. Retrieve a saved application.</p>	<p>To return to a previously saved application, go to the "Application Menu" on the Online Travel System home page. Click on the link entitled "Get Saved Unsubmitted Applications" and follow the on-screen directions.</p>
<p>4. Communications from Travel Services</p>	<p>Travel Services will notify the preparer/traveler via e-mail if there are problems or questions regarding the application. To ensure prompt processing of the application, respond promptly to these e-mail notifications.</p>