



## ONLINE TRAVEL VOUCHER GUIDE

**NOTE:** The travel voucher may be entered by the traveler or another employee; these instructions are intended for whomever prepares the voucher. The preparer should follow Travel Services Web site instructions if they differ from the following:

<b>STEP 1: COMPLETING THE VOUCHER</b>	
1. <b>Access</b> the online travel site.	<a href="http://www.fiscal.ttuhs.edu/travel/main/travelhome.asp">www.fiscal.ttuhs.edu/travel/main/travelhome.asp</a>
2. <b>Click</b> on "Voucher" link.	Left side of the screen
3. <b>Enter</b> the preparer's eRaider user ID and password. <b>Click</b> on the "Submit" button.	This screen has links to assist preparers who have forgotten their eRaider passwords.
4. <b>Enter</b> the Social Security Number or Tech ID of the traveler.	<ul style="list-style-type: none"> <li>a. If this is a new voucher, <b>click</b> on the "Next&gt;&gt;" button.</li> <li>b. If a voucher has already been prepared but not submitted, <b>select</b> that option and then <b>click</b> on the "Next&gt;&gt;" button.</li> </ul>
5. <b>Select</b> Application.	A list of applications that have been submitted for that traveler will appear on the next screen. <b>Select</b> the correct application (the one for which you are ready to prepare a voucher), then <b>click</b> on the "Next>>" button.
<b>STEP 1 (cont.) Verify Information on the Application</b>	
6. <b>Verify</b> the accuracy of the information on the application: originating locale, major destination, and dates and times of travel.	<ul style="list-style-type: none"> <li>a. If the actual travel information differs from the information on the application, <b>make</b> the necessary changes.</li> <li>b. Be sure to <b>enter</b> times of departure and return. If the traveler used commercial airlines, <b>enter</b> the flights' scheduled departure time (minus one hour) and arrival time (plus one hour). The times entered will affect the meals allowed for those days.</li> <li>c. If the traveler took personal leave before or after official state business, <b>enter</b> the total number of leave days.</li> <li>d. <b>Click</b> on the "Next&gt;&gt;" button.</li> </ul>
<b>STEP 1 (cont.) Expense Categories</b>	
7. <b>Identify</b> expense categories.	<p>On the next screen, <b>check</b> all the categories for which the traveler incurred expenses during the trip.</p> <ul style="list-style-type: none"> <li>a. "Other Expenses" include items such as gasoline for rental cars and business telephone calls.</li> <li>b. If the traveler used other forms of transportation, such as buses, subway, etc., <b>click</b> on the "More Transportation**" link.</li> <li>c. <b>Click</b> on the "Next&gt;&gt;" button.</li> </ul>
<b>STEP 1 (cont.) Airline Tickets</b>	
8. <b>Enter</b> the number of <i>separate</i> airline tickets purchased.	<ul style="list-style-type: none"> <li>a. <b>Click</b> on the "Next&gt;&gt;" button.</li> <li>b. <b>Enter</b> the total amount of the ticket cost, including any taxes and/or security or travel agency fees.</li> <li>c. In the next box, if the ticket was purchased through a travel agency, <b>enter</b> the amount of the agency fee.</li> <li>d. <b>Enter</b> the departure and destination countries, states, and cities/airports. Also <b>enter</b> the name of the commercial airlines.</li> <li>e. If the airline ticket was one-way rather than roundtrip, <b>highlight</b> that option.</li> <li>f. <b>Click</b> on the "Next&gt;&gt;" button.</li> </ul> <p><b>Note:</b> If the base airfare exceeded the contract rate, the traveler must include a statement with the completed voucher explaining why s/he did not use the contract carrier or obtain the contract rate.</p>

### STEP 1 (cont.) Meal Expenses

9. On the next screen, all the days of travel will be listed with boxes for breakfast, lunch and dinner expenses.
- If the traveler is claiming per diem reimbursement, **enter** the correct amount (see OP 79.08 §5.e) for each meal on each day the traveler is requesting reimbursement.
  - If the destination is outside the contiguous U.S., **enter** the exact amount (excluding tips) for which s/he is requesting reimbursement. (In this case, the traveler is expected to provide receipts for all meals when submitting the signed voucher.)
  - If the traveler took any personal leave before or after official state business, do not enter any amounts for those days.
- Note:** If more than one account is on the application, the preparer can specify which account to charge for each day's meals.
- Click** on the "Next>>" button.

### STEP 1 (cont.) Hotel Expenses

10. **Enter** the number of hotels used and **click** on the "Next>>" button.
- For each hotel used, **enter** the number of nights the traveler stayed at the hotel, the amount per night, the tax per night, and the name of the country, state, and city.
  - If more than one account is used, **select** the account to charge the lodging to.
  - If travel is outside the state of Texas and if the city is not on the scroll-down list, **select** "Other—Median Rates."
  - Click** on the "Next>>" button.
- Note:**
- If the hotel charged two or more different rates during the traveler's stay, treat each rate as if it were a separate hotel.
  - If the travel is funded by a restricted account that allows overage for conference hotels, enter the amount actually paid each night. The system will allow only the maximum for that location, so the preparer should attach a memo requesting the overage, along with a copy of the conference brochure or Web site listing the conference hotel(s). If the excess lodging request is allowable on the grant or contract, the change will be made when Travel Services processes the voucher.
  - Do not include Texas state tax in the amount of tax per night. Texas state tax is not reimbursable (see OP 79.08 §6.f.)

### STEP 1 (cont.) Rental Vehicle

11. **Enter** the number of *separate* rentals and **click** on the "Next>>" button.
- For each rental, **enter** the name of the rental company, the car type, the number of days the vehicle was rented, and the total rental cost.
- Note:**
- Do not include the purchase of optional rental car insurance in the total.* It is not a reimbursable expense.
  - If the traveler did not use one of the state contracted agencies,* include a statement explaining why s/he did not use the contract agency or obtain the contract rate.
  - If the car type is followed by a "\*\*\*", click on the link and check the box to indicate the reason that type of vehicle was selected. If your reason isn't indicated, include an explanation in the Explanation section.
  - Click** on the "Next>>" button.

<b>STEP 1 (cont.) Personal Auto Mileage</b>	
12. <b>Select</b> the method used to determine the personal auto mileage claimed.	<p>a. If using the <i>odometer method</i>, <b>enter</b> the exact number of miles claimed. The traveler must include a statement with beginning and ending odometer readings with the signed copy of the voucher. <b>Click</b> on the “Next&gt;&gt;” button.</p> <p>b. If using the <i>point-to-point method</i>, either for local mileage within the city or for travel between cities, <b>enter</b> the number of segments involved (see examples on the screen), then <b>click</b> on the “Next&gt;&gt;” button.</p> <p>c. For each segment, <b>list</b> the departure date and location, the destination, and the miles claimed. (If several segments are claimed, the traveler may put the total number of traveled miles on the voucher and attach an itemized log with the voucher. <b>Click</b> on the “Next&gt;&gt;” button.</p>
<b>STEP 1 (cont.) Other Expenses</b>	
13. Taxi.	<p><b>Enter</b> the number of taxi trips. <b>Click</b> on the “Next&gt;&gt;” button. For each segment, <b>enter</b> point-to-point description and the amount (excluding tips because they are <u>not</u> reimbursable.). <b>Click</b> on the “Next&gt;&gt;” button.</p>
14. Registration fees.	<p><b>Enter</b> the number of fees and <b>click</b> on the “Next&gt;&gt;” button. <b>Enter</b> a description of the fee and the amount claimed. <b>Click</b> on the “Next&gt;&gt;” button.</p> <p><b>Note:</b> If the registration fee was previously paid on an RI or procurement card, do not claim the registration fee on the travel voucher.</p>
15. Parking fees.	<p><b>Enter</b> the number of fees incurred and <b>click</b> on the “Next&gt;&gt;” button. For each fee, <b>enter</b> a brief description and the amount of the fee. <b>Click</b> on the “Next&gt;&gt;” button.</p>
16. Food and entertainment expenses.	<p>a. <b>Enter</b> the number of official business entertainment expenses incurred and <b>click</b> on the “Next&gt;&gt;” button.</p> <p>b. For each expense, provide a description of the entertainment, a list of the attendees, the purpose of the entertainment, and a statement of the benefit to TTU. <b>Note:</b> If other TTU employees are included in the entertainment expense, you must list their travel voucher numbers. Also, these employees cannot claim any per diem expense for the meal being claimed as an entertainment expense.</p> <p>c. <b>Enter</b> the total amount of the expense. <b>Note:</b> You may not claim reimbursement for alcohol except for entertainment expenses placed on foundation accounts. You may claim tips if they are allowed on the account.</p> <p>d. Enter the account number to be charged. <b>Note:</b> Each entertainment expense may be charged to only one account, but that account does <u>not</u> have to be one of the accounts listed on the travel application. However, any account charged <b>must</b> have an active object code 35 for food and entertainment expenses. An <b>itemized</b> receipt must be attached to the travel voucher.</p>
17. Other expenses.	<p><b>Enter</b> the number of expenses (such as gasoline for rental vehicles). <b>Click</b> on the “Next&gt;&gt;” button. For each item, <b>enter</b> a description and the amount, and <b>click</b> on the “Next&gt;&gt;” button.</p>

<p>18. <b>Verify</b> worksheet accuracy and submit voucher.</p>	<p>a. After all expenses are entered, a worksheet will show all claimed expenses.</p> <p><b>Note:</b> Before submitting the voucher, <i>the preparer and the traveler should <b>both</b> check the worksheet for accuracy.</i> It should also be reviewed by others, as required by individual departments.</p> <p>b. <b>Select</b> the “print” button for a paper copy of the worksheet.</p> <p><b>Note:</b> If the preparer logs out or exits after printing the worksheet but before submitting the voucher, the worksheet will be saved for approximately 90 days, during which time it may be retrieved and edited, or submitted without changes.</p> <p>c. If the voucher is ready to submit, <b>click</b> on the “Next&gt;&gt;” button.</p> <p>d. The next screen will show the actual travel voucher. If changes are needed, <b>click</b> on the “&lt;&lt;Back to Edit Expense” button.</p> <p>e. Once all entries are correct, <b>print</b> the voucher and <b>click</b> on the “Submit Voucher” button.</p>
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## STEP 2: SUBMIT THE VOUCHER WITH SUPPORTING DOCUMENTATION

1. The traveler and the designated travel supervisor must <b>sign</b> the paper copy of the voucher.	<i>The traveler's signature certifies that claimed expenses are for official state and Texas Tech business and are true, correct, and complete.</i> It also authorizes Travel Services to make corrections to comply with the State Travel Guide and TTU OPs.
2. <b>Staple</b> the signed voucher and documentation together in the following order:	<ul style="list-style-type: none"> <li>a. Travel voucher with original signatures,</li> <li>b. Travel work sheet, and</li> <li>c. Required receipts, such as airfare, meals (outside the contiguous U.S.), hotels, rental cars, registration fees, food, and entertainment expenses, and other expenses, in the same order as on the work sheet. If the receipts are small, affix them to an 8½ x11" sheet of paper to avoid loss in transit.</li> </ul>
3. If the traveler received a travel advance greater than the amount claimed on the voucher	<b>Include</b> a personal check from the traveler for the difference. (See OP 79.07.)
4. If the preparer, traveler, or supervisor discovers a <b>small error</b> in the voucher after the electronic voucher is submitted:	<p><b>Correct</b> the voucher by hand, initial the correction, and include an explanation.</p> <p><b>Note:</b> These corrections are entered individually by Travel Services and delay voucher processing, so the preparer should make every effort to ensure that the voucher is correct before submitting it online. If more than one error is discovered, call Travel Services to cancel the incorrect voucher and then submit a new, corrected voucher.</p>

## STEP 3: PROCESSING THE VOUCHER—TRAVEL SERVICES

1. Once Travel Services receives the signed voucher and supporting documentation, the voucher will be logged in.	If any part of the travel is funded with a grant or contract account, the voucher will be processed in Grants and Contract Accounting first and then forwarded to Travel Services. This could extend the processing time for the voucher.
2. Travel Services will process the <i>completed voucher</i> , usually within 3-5 working days of receipt.	<p>After the voucher is processed, an automatic e-mail will be sent to the preparer, the traveler, the supervisor, and the account manager. The e-mail will note corrections made to the voucher.</p> <p>Problems noted in the e-mail, such as funding issues, should be resolved promptly by the traveler or preparer.</p>
3. <i>Approved vouchers</i> are usually uploaded into the system every evening.	<p>A reimbursement check will be prepared immediately unless there are funding issues. The checks will be mailed to the traveler's campus mail stop the next working day.</p> <p>If the traveler does not receive the reimbursement check within one week of receiving the approval e-mail, contact the Travel Services Office.</p>