

Attaching Documents in the Online Travel System

Available as of February 1, 2016

NOTES: Tape original receipts to a blank sheet of paper. Please do not cover any printed portion of the receipts.

Receipts will need to be scanned and saved to your computer for each Travel Expense in order to upload files.

Do not upload any documents with visible Credit Card Numbers, Bank Account Numbers or other Personal Identifiable information. Use a black marker to redact this sort of information prior to uploading.

Supporting documentation that is submitted with the Application will also be required when the Voucher is submitted. These are two separate documents and in order to calculate the correct reimbursement and clear advances, the expenses will need to be included with the voucher.

Travel Application for BTA or Advances

Enter Travel Application and request advance or BTA. Once you submit the Application, you will have the opportunity to attach the supporting documentation. You may also access later in the Online Travel System under Applications > Advance/BTA Documentation.

Application Accepted

Your application number is: **1600079**

The traveler, the traveler's supervisor, and all fund(HSC)/org(TTU) managers associated with this trip will be notified via email.

Please remember to fill out a voucher no later than 30 days after the trip. However, if you received an advance, the voucher along with supporting documentation must be received in the travel office no later than 15 working days after the completion of the trip.

[View a printable version of your application here.](#)

Supporting Documentation

Since you have requested an advance or BTA, please use the electronic documentation page (link below) to submit your supporting documentation to the Travel Office. If the documentation is not yet available, you can come back later and access this page from the left menu: Applications > Advance/BTA Documentation. The Travel Office must receive your supporting documentation before your request can be approved.

[Submit Documentation](#) 

[Return Home](#)

Browse for the receipt associated with the requested advance/BTA. Upload the receipt (more than one file may be uploaded) and Save Changes. The Travel Office will be notified that you have attached a receipt to the Application and will then be able to approve the advance/BTA request.

NOTE REGARDING MS OFFICE FILES - When opening Office files (Word, Excel, etc.) you may receive a warning about the file being corrupt. You may safely ignore this message. The file storage system makes slight modifications to the file but does not do so in such a way as to overwrite important information.

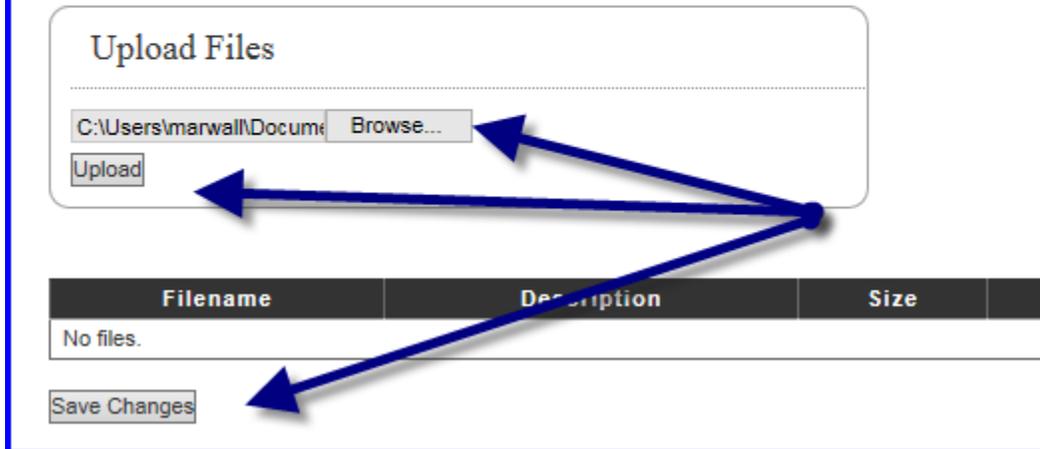
Please **DO NOT** upload any documents with visible CREDIT CARD NUMBERS, BANK ACCOUNT NUMBERS, or other sensitive PERSONALLY IDENTIFIABLE INFORMATION. Carefully review each document for this type of information. Use a black marker to redact any such information before scanning.

Upload Files

C:\Users\marwall\Docume Browse... Upload

Filename	Description	Size
No files.		

Save Changes



Travel Voucher

You may add all supporting documentation for the trip on the Expenses Page of the Voucher in the Online Travel System **OR** you may add individual documentation that applies to each expense as you enter the expense. The Travel Office will be notified that you have attached receipts to the Voucher and will then be able to process the Travel Voucher once necessary approvals are obtained.

Adding All Supporting Documentation:

TRAVEL 2.0

- Applications
- Voucher
- Reports
- Admin
- Help Resources

ePalder Sign Out

HSC Home > Finance & Administration > Travel 2.0 >

Expenses

Enter expenses for trip **1600066**. Click on an expense link to enter expenses of that type. When all expenses for this trip have been entered, click the "Next" button to go to the Voucher Worksheet where you will review your expenses and finalize your voucher.

<input checked="" type="checkbox"/> Commercial Air	<input checked="" type="checkbox"/> Meals
<input checked="" type="checkbox"/> Hotels and Hotel Tax	Rental Car
Personal Auto Mileage	Taxi, Shuttle, and Limousine
<input checked="" type="checkbox"/> Parking	Registration Fees
Apartment Rental	Other Expenses*
Food and Entertainment	

More Transportation:

Bus-Chartered	Bus-Other
Train	Public Transportation
Personal Plane Mileage	

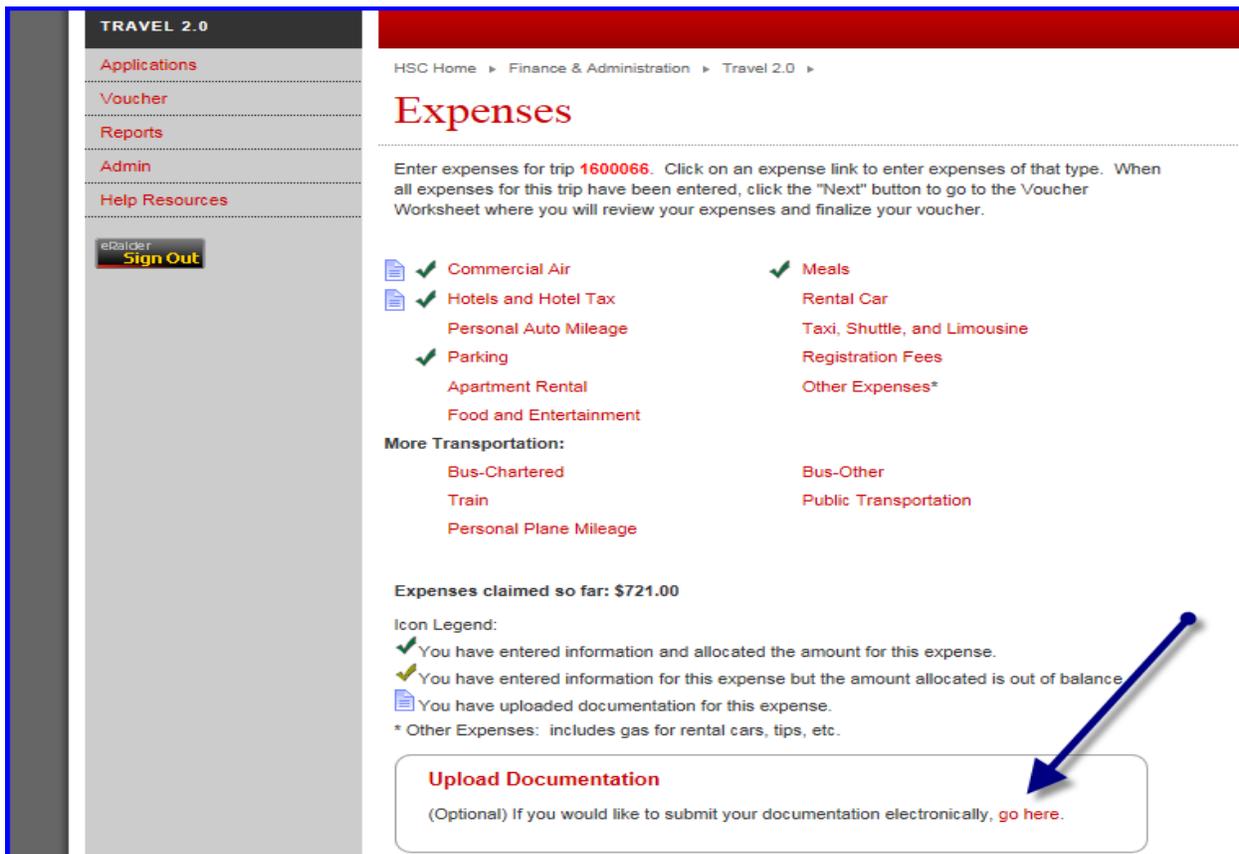
Expenses claimed so far: \$721.00

Icon Legend:

- You have entered information and allocated the amount for this expense.
- You have entered information for this expense but the amount allocated is out of balance.
- You have uploaded documentation for this expense.

* Other Expenses: includes gas for rental cars, tips, etc.

Upload Documentation
(Optional) If you would like to submit your documentation electronically, [go here](#).





Once the document is uploaded, you must choose an Expense from the drop down box. For documents that include multiple expenses, please use "Other". A Description Box may be populated if needed. Multiple files may be submitted if necessary. Click "Save and Continue" to proceed.

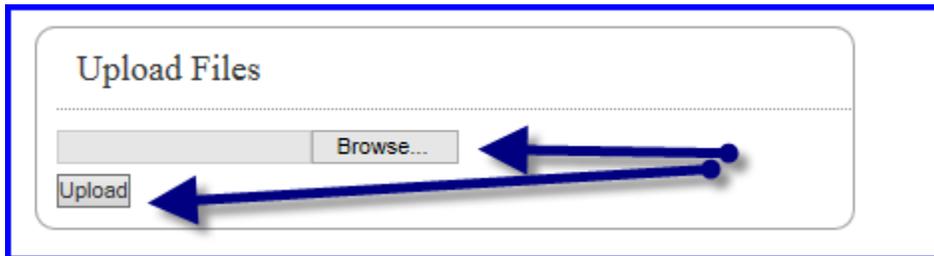
Filename	Expense	Description	Size	Delete
Supporting Documentation for 1600066.docx	<input type="text" value=""/>	<input type="text" value=""/>	13K	Delete

Save and Continue >>

NOTE REGARDING MS OFFICE FILES - When opening Office files (Word, Excel, etc.) you may receive a warning about the file being corrupt. You may safely ignore this message. The file storage system makes slight modifications to the file but does not do so in such a way as to overwrite important information.

Adding Supporting Documentation to Each Expense:

As you add the Expenses in the Travel Voucher, you will have the opportunity to attach the supporting documentation. The Travel Office will be notified that you have attached receipts to the Voucher and will then be able to process the Travel Voucher once approvals are obtained.



Once the document is uploaded, a Description Box can be populated if needed. Multiple files may be submitted if necessary. Click Next to continue.

Filename	Description	Size	Delete
BTA TEST DOCUMENT airfare.docx	Airfare Receipt	13K	Delete
BTA TEST DOCUMENT.docx	<input type="text" value=""/>	13K	Delete

Next >>

Once the Travel Voucher is submitted, the traveler will be required to certify that all of the original receipts associated with the trip were submitted to the Preparer for processing. Original receipts must be retained until the travel voucher has been approved by the Travel Office and then the receipts may be destroyed.

Electronic Documentation: I certify that I have submitted all of the original expense receipts associated with this trip to the Travel Preparer for processing. Original receipts must be retained until the travel voucher has been approved by the Travel Office and then the receipts may be destroyed.

Electronically Sign This Voucher