

TRAVEL

This training document was developed by and for the use of:



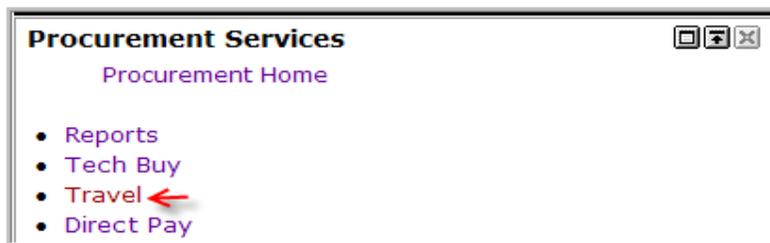
TEXAS TECH UNIVERSITY™

Department of
Administration and Finance Information Systems Management
<http://www.depts.ttu.edu/afism/>

Travel2

The travel system is used when employees / nonemployees / students are traveling on behalf of TTU. The first step in this process is to submit a Travel Application, which must go through an approval process. When the application is submitted, funds are encumbered. Once the trip is complete, a Travel Voucher is submitted so that the traveler can receive any due reimbursement.

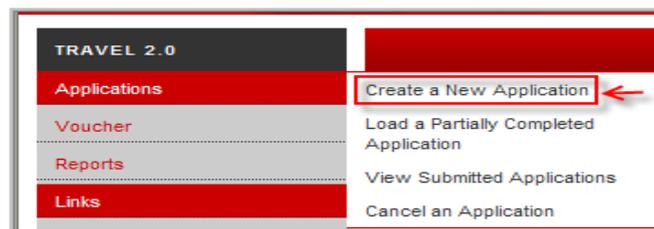
From Raiderlink – click on Travel within the Procurement Services Section:



URL: <https://wwwacc.fiscal.ttuhscc.edu/travel2>

Logon to the Application

To access the application form select Applications on the left menu, and then select Create a New Application from the sub-category box.



Because the travel system is shared with Health Sciences Center, the page will open with their identification. Proceed by signing in using eRaider username and eRaider password:



Travel2 Tidbits

Application

- **Auto-Save** – The application will automatically save your progress at every page. You can close your browser while you are in the middle of filling out an application and pick up where you left off when you enter the system again. You do this by Selecting Applications from the left menu, and then select “Load a Partially Completed Application”.
- **Travelers and Vendors** – A traveler must be set up as a vendor in Banner before an application is submitted. You can request this from the Travel2 system.
- **Supervisors** – A supervisor is now being assigned to a trip, and not necessarily to a person. A supervisor name must be selected every time an application is submitted. The traveler’s last trip supervisor will default. The assigned supervisor must electronically sign the voucher when submitted.
- **FOP** - The travel expense must have the FOP entered for funding information.
- **Encumbrances and Budgets** – For Funds that are budgeted at the FOAP level, the various types of travel – instate, out-of-state, foreign, prospective and participant level are on separate budget pools and may require a different “Account Code”. Separate detail lines are required for expenses such as registration fees or apartment rental fees. The account distribution page in the application process lets you know if you have any of these special expenses and how much you need to allocate to them. Funds that are budgeted at the FOP level do not have to deal with this.
- **Advances** – An additional type of advance has been added – prepaid expenses. This is used for an expense that needs to be paid prior to the trip (e.g. hotel). The travel office can now approve the three advances (airfare, other expenses and prepaid expenses) separately. The traveler no longer has to choose between getting an advance for some prepaid item or an advance for everything else.

The Travel Application

Completing the Travel Application is part of the pre-trip planning process. The application should be completed in advance of the travel. The application should be completed even if TTU is not paying for the trip but the traveler is representing TTU (i.e. Research).

Select Type of Travel

When the application page opens, the first section will ask that the type of travel be selected. Click inside the radio button to the left of the type of travel being taken.

Type Of Travel
Make Selection
Please select the type of travel:

- Employee / Student
- Prospective Employee
- Non-employee / Speaker / Participant
- Capitalized Construction
- Group Sponsor (must be an employee)
- Intercollegiate Athletics (must be employee)
- Board Member

Identifying the Traveler

This section identifies who is traveling. The traveler is referred to as a “vendor” within the system. The traveler must have a vendor code (R number). The code can be searched for in the search box provided. The % is the wildcard for this search. **note – the system requires that a legal name be used.*

j%Lindsey Search

	Name	Address1	Address2	City	State	Zip
R00927633	Jill Ann Lindsey	AFISM	MS 5064	CAMPUS		
R00927633	Jill Ann Lindsey	MS5064		Campus	TX	79409

Results - "R.." is the vendor code

When results are returned, click on the “Rxxxxxxx” to select the “vendor”. *Important – if this is an employee, the address needs to be a departmental address or mail stop.*

If no results are returned, make sure the search criteria being used is for the legal name of the traveler. Try again. **Search diligently so that we do not have someone entered n the system multiple times.**

New Vendor Request

If no results are generated for the search, the traveler is not set up as a vendor in the system. A New Vendor Request will need to be submitted on their behalf. To do this you will need to click on the link above the search field titled “New Vendor Request”

[New Vendor Request](#)

Complete the form as detailed below.

- Pay attention to the requirement that if the New Vendor Request is for an employee, Address 1 field must include the mailstop.
- When complete, review the form for accuracy. This will ensure the process moves as quickly as possible. If entries are accurate, select the submit button.

Fill out the information requested below. Once you submit, your request will be sent to Purchasing. Someone from the purchasing office will contact you once this record has been set up. Please take the time to be as accurate as possible. Inaccuracies will delay setup of the vendor code.

You MUST include mailstop in Address 1 for employees.

Traveler Type:	<input type="text" value="Employee"/>
SSN	<input type="text" value="xxxxxxxx"/>
Name	<input type="text" value="Legal Name"/>
Address 1 (Mail Stop for employees)	<input type="text" value="MS 5064"/>
Address 2	<input type="text" value="15th and University"/>
City	<input type="text" value="Lubbock"/>
State	<input type="text" value="Texas"/>
Zip	<input type="text" value="xxxxx"/>

Comments: (Please include any information you feel might be useful to Purchasing)

The New Vendor Request will go to the Procurement Services Division for processing. The person submitting the request will receive notification once the Vendor ID is created. Once the Vendor ID is received, the travel application can be completed.

Completing the Application

Type the vendor number into the field provided and select search.

A window will open providing a list of vendors/vendor matching the search entered. Click on the “R” number in the first column to the left of the appropriate traveler. **Note -** If the traveler is an employee, ensure there is a Mail Stop in the Address1 field.

	Name	Address1	Address2	City	State	Zip
R00927633	Jill Ann Lindsey	AFISM	MS 5064	CAMPUS		
R00927633	Jill Ann Lindsey	MS5064		Campus	TX	79409

Results - "R.." is the vendor code

The next step is to enter the name of the travel supervisor. The name of the supervisor for the travelers last travel application will default into this field. This name may be changed if needed.

 Travel Type >> General Info >> Vacation >> BTA/TR >> Est. Expenses >> Accounts >> Advance >> Summary
 (Please do not use your browser's Back button. Use the links above to navigate back.) ***

Travel Supervisor

Enter all or part of the supervisor's vendor code or name to search. You may use % as a wild card to help you search. Then select a travel supervisor. The selected supervisor will be required to approve the voucher for this trip.

A box will appear populated with the choices generated by the search. Click on “select” to the left of the supervisor’s name.

	Name	Title	Dept Name
Select	Sobia Ahmad	Resident Instructor 2nd Year	Internal Med Dept Ama Genl
Select	Salman Ahmad	Clinical Instructor HSC	Family Med Dpt Lbk Genl
Select	Gul Ahmad	Post Doctoral Rsch Assoc	Microbiology Dept Lbk Genl
Select	Shahnewaz Max Ahmad	Asst Vice President	Admin and Finance Info Systems Mgmt

Basic Trip Information

Details regarding the trip - time, place and purpose - will now be entered. It is important to ensure that the entries are spelled correctly.

- In the Travel Explanation/Comments section provide a statement about how the university will benefit from the travel.
- Once complete, select the Next button at the lower left section of the screen.

[Travel Type](#) >> [General Info](#) >> [Vacation](#) >> [BTA/TR](#) >> [Est. Expenses](#) >> [Accounts](#) >> [Advance](#) >> [Summary](#)
(Please do not use your browser's Back button. Use the links above to navigate back.)

Basic Trip Information

Please enter basic trip information in the fields below. Please make sure the cities and countries are spelled correctly.

Start Date (mm/dd/yy) End Date (mm/dd/yy)

To ensure the accuracy of the dates you have entered, please check any of the boxes below that apply.

This trip starts more than 3 months in the past. **Click in box provided if applicable**

This trip starts more that 8 months in the future.

This trip will last longer than 2 months.

Originating Locale:	Destination:
City <input type="text" value="Lubbock"/>	City <input type="text" value="Austin"/>
State <input type="text" value="Texas"/>	State <input type="text" value="Texas"/>
Country <input type="text" value="USA"/> (If other, please specify.)	Country <input type="text" value="USA"/> (If other, please specify.)
Other country <input type="text"/>	Other country <input type="text"/>

Purpose

Travel Explanation/Comments

Will be the keynote speaker for research program.

←

Vacation

If vacation is going to be combined with the travel event, information regarding the vacation must be submitted.

If vacation is not going to be combined with the travel, simply click on the “Next” button.

If vacation is going to be included, click inside the check box to the left of “I will be taking leave during this trip”.

Vacation

If you are taking vacation during this trip, please check the box and enter the requested information.

I will be taking leave during this trip.

Provide the details regarding vacation start and end as requested. Complete the City, State and Country boxes. When finished click Next.

Vacation

If you are taking vacation during this trip, please check the box and enter the requested information.

I will be taking leave during this trip.

Start Date (mm/dd/yy) End Date (mm/dd/yy)

City

State

Country

For Air Travel

This page is applicable only if air travel is involved.

If the University's business travel account will be used to pay for the airfare, check the box provided. Next, click to the left of the statement detailing the criteria that qualifies the user for BTA usage. Enter the required information; click "Next" when complete. Pay attention to the Note regarding eligibility located at the bottom of the page.

If BTA is not going to be used, click "Next" at the bottom of the page.

Business Travel Account (BTA)

If you intend to use University's business travel account (BTA) to pay for your airfare, check the box below and enter the requested information. It is assumed that you have already made your flight reservation through one of the approved travel agencies.

 I would like to use the University Business Travel Account (BTA) for my airfare expense.

In order to qualify for a BTA you must meet at least one of the following criteria: (select one)

I do not qualify for a corporate card because: I have taken 3 or fewer trips this fiscal year and/or I have requested \$500 or less in total travel expenses this fiscal year.

OR

I was denied a corporate card on my initial application and have a letter from the bank which I could provide if asked to do so.

Select the travel agency: Name of contacted agent:

Amount \$

Type in the destination city and state (or country) your *flight* will ultimately arrive at:

[View contract rates](#)



NOTE: You are NOT eligible for a BTA if:

- You are eligible to apply for a corporate card and do not wish to obtain a card
- You have a card and do not wish to use it
- You had a card and subsequently had it cancelled

Estimated Expenses

On this page the estimated expenses for travel will be entered. The purpose of this is to enable funds to be encumbered for the travel purpose. There are links to aid in this process. Try to be as accurate as possible, but keep in mind the numbers entered are estimates and may differ from the actual.

- For travel that will not encumber university funds, place a 0 in the applicable fields.
- If public transportation, apartment rental, registration fees (see notes) will be involved, click link “Show other expenses” and complete applicable areas.
- When estimated expenses have been entered, click “Next”.

Estimated Expenses

Estimate your expenses using the fields below. For your benefit it is important to be as accurate as possible, but the travel office understands that this is just an estimate for the purposes of encumbering the funds you will require for reimbursement.

Expenses Item	Item Units	Unit Cost	Expense Total ¹	
Commercial Air			\$ 425	
Meals	3 days	\$ 12.25	\$ 36.75	Locality rates
Lodging	2 nights	\$ 87.50	\$ 175	Locality rates / View contract rates
Rental Car	2 days	\$ 21.25	\$ 42.50	View contract rates
Personal Auto Mileage	9 miles	\$ 0.5850	\$ 5.27	
Taxi & Limousine			\$	
Parking			\$	
Other expenses (Tips, Fuel for rental cars, etc.)			\$ 45.00	
Show other expenses				
TOTAL ESTIMATED EXPENSES			\$ 729.52	

Bus, Public Transportation, Registration, Apartment Rental, Train, Personal Airplane

¹ This total should not include any amount prepaid by the university through a PO, PCARD, or other means.

² **For HSC**, the preferred payment method for registration fees is with your *procurement card*. If you use the procurement card, it is not necessary to list it as an expense here. **For TTU**, registration fees may be paid on a PO or a *procurement card*. Registration fees should be listed here only if the traveler paid the registration fee personally.

Account Distribution

The FOAP that the travel expenses will be charged to should be entered here.

For help with the FOP combination, access the crosswalk and code charts located on the AFISM website at <http://www.depts.ttu.edu/afism/reference/codecharts/>.

If the expenses will be charged to more than one FOAP, click the Add button at the right of Amount, and another row for entry will be provided. The estimated amount and allocated amount must match.

Account Distribution

Using the boxes below, show how you would like the cost of travel to be distributed among your accounts.

Your total estimated expenses are: \$729.52
You can allocate to one or many FOAP's, but the allocation total must match this total.

COA	Fund	Organization	Account	Program	Amount	
T			7B0999 In State			Add

Edit*	Delete	COA	Fund	Org	Account	Program	Amount	Locality Rates Apply**
No accounts entered.								

Next ->

*Clicking the edit button will remove the item from the table and put it back in the boxes above for you to edit.
**Specifies whether or not the fund must follow Federal Locality Rates. This usually applies to funds such as state and grant accounts.

Advance

An advance prior to travel can be requested. The requests must be entered at the time the application is submitted for any advance that will be needed. These will be approved separately.

Advance

If you need an advance and qualify for one, check the box below and provide the requested information.

I would like an advance.

Next ->

Advance Requested:

Complete the fields as required. There are 3 conditions listed which qualify a person for an advance. One of the radio buttons to the left of the criteria statement must be selected.

Provide values for the expenses as required.

When completed, select "Next".

Advance

If you need an advance and qualify for one, check the box below and provide the requested information.

I would like an advance.

In order to qualify for an advance you must meet at least one of the following criteria: (select one)

I do not qualify for a corporate card because: I have taken 3 or fewer trips this fiscal year and/or I have requested \$500 or less in total travel expenses this fiscal year.

I was denied a corporate card by JP Morgan on my initial application and have a letter from JP Morgan which I could provide if asked to do so.

I am requesting an advance for airfare or other prepaid expense with submission of charge card billing.

Advance for airfare (must provide credit card statement showing charge to travel office)

Airfare Amount: \$ Maximum allowed \$425

(Maximum allowable prepaid and other combined amount: \$274.00)

Advance for prepaid expenses (used if an expense requires you to prepay)

Prepaid Amount: \$

Advance for other expenses

Expense Amount: \$

Next ->

Travel Summary

This page provides summary information regarding the travel information that was entered into the system. This information is provided in 3 sections. If changes need to be made, follow the links to the pages at the top of the screen. DO NOT use the back button for this.

Summary of General Information

[Travel Type](#) >> [General Info](#) >> [Vacation](#) >> [BTA/TR](#) >> [Est. Expenses](#) >> [Accounts](#) >> [Advance](#) >> [Summary](#)
(Please do not use your browser's Back button. Use the links above to navigate back.)

Summary [Links to previous pages](#)

Please look over the information below and make sure it is correct before submitting.

[General Information](#)

Travel Type:	Employee / Student
Department:	Admin and Finance Info Systems Mgmt
Agency:	Texas Tech University
Traveler:	Jill Ann Lindsey (R00927633)
Traveler Title:	Section Coordinator
Preparer:	Jill Lindsey Ph: 8067427070 jill.lindsey@ttu.edu
Travel Dates:	9/24/2008 - 9/26/2008
Originating Locale:	Lubbock, TX
Major Destination:	Austin, TX
Explanation:	Will be the keynote speaker for research program.

Summary of Estimated Expenses

To make changes, click on the Estimated Expenses link.

[Estimated Expenses](#)

Expense Type	Units	Unit Cost	Item Sub-Total
Commercial Air			\$425.00
Meals	3	\$12.25	\$36.75
Lodging	2	\$87.50	\$175.00
Rental Car	2	\$21.25	\$42.50
Personal Auto Mileage	9	\$0.5850	\$5.27
Other Expenses			\$45.00
			\$729.52

Summary of Funding

To make changes to funding information, click on Accounts.

If the department requires Application Signatures, click on the link provided. Departments or the Provost may require this as part of the travel application process.

Once the review is complete, two options exist. Select the applicable button – Submit This Application or Delete This Un-submitted Application.

Accounts

COA	Fund	Organization	Account	Program	Amount
T	16A085	C11000	7B0999	600	\$729.52
					\$729.52

→ My Department Requires Application Signatures

↓

Everything Looks Correct -- Submit This Application

↓

Delete This Un-submitted Application

The Travel Voucher

The travel voucher should be completed in a timely manner.

What's New in Travel2

- **Expenses** – The hub page of the voucher provides links to all of the different expenses that can be entered. You will enter the FOP for those expenses, and can allocate the expenses in any order and any way that you want.
- **Auto-Save** – Your progress is automatically saved each time a submission is completed on an expense page.
- **Electronic Signature** – Electronic signatures are now required in place of physical signatures for travel vouchers for employees. Once the voucher is submitted, the traveler will receive e-mail notification requesting approval of the voucher. Travelers can then electronically sign or approve the voucher.
- **Supervisor Approval** – This must now be done electronically. The supervisor listed on the application will get an email with a link when the traveler has electronically signed the voucher.
- **Additional Approvals** – Additional approvals on a voucher can occur in any order. All approvals have to be in place before the voucher can be worked by the travel office
- **Adding FOPs** – Additional FOPs can be added to the voucher.
- **Reports** – There are two separate reports associated with a voucher. The worksheet will display all of the expense detail and the coversheet shows the overview. These reports must be printed and attached to the supporting documentation and sent to Travel Services. Snapshots of these reports will be saved.

Completing a Voucher

Select the Voucher link on the left menu. Then click on the “Fill Out or Complete a Voucher” link.



Voucher – Select Traveler

In the search box provided, enter the vendor code of the traveler or the Travelers name (wildcard % is allowed). Select Search.

Within the search results, click on the vendor number of the traveler.

Voucher - Select Traveler

Enter all or part of the traveler's vendor code or name to search.
You may use % as a wild card to help you search. (Only the first 50 results will be displayed.)

Enter in R number and Search
Or Legal Name and Search

	Name	Address1	Address2	City	State	Zip
R00378344	Shahnewaz Max Ahmad	MS5064		Campus	TX	79409
R00543816			3601 4TH ST STOP 6591	LUBBOCK	TX	79430
R00543816	Gen Ahmad		3601 4th Street Stop 6591	Lubbock	TX	79430

Click on the "R" number
to the left of the traveler

Select the Trip

Click on the number in the first column representing the trip for which the voucher is being submitted.

HSC Home > Finance & Administration > Travel 2.0 >

Select Trip

Open Travel Applications for Shahnewaz Max Ahmad.

The following is a list of applications and open vouchers for this traveler that were prepared by your department (applications prepared for this traveller by other departments will not appear in this list). To fill out a voucher, select a trip by clicking on the trip ID.

	Start Date	Destination	Dept Code	Traveler	Vendor Code	In Progress?
R0900075	10/15/2008	Lubbock	C11000	Shahnewaz Max Ahmad	R00378344	In Progress

Expenses

This page lists the possible expense categories. To access the window in which to enter the voucher information, click on the type of expense. To aid in completion, once information has been entered for a category, there will be a green check to the left of the category. A yellow check indicates that the category was not completed fully.

TRAVEL 2.0

Applications
Voucher
Reports
Links
Contacts

HSC Home > Finance & Administration > Travel 2.0 >

Expenses

Enter expenses for trip **0900075**. 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.

✓ Commercial Air	✓ Meals
✓ Hotels and Hotel Tax	✓ Rental Car
✓ Personal Auto Mileage	Taxi and Limousine
✓ Parking	Registration Fees
Apartment Rental	✓ Other Expenses*
Food and Entertainment	

More Transportation:

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

Voucher 0900075
Traveler: Shahnewaz Max Ahmad
10/15/2008 - 10/18/2008
From: Lubbock, TX
To: Lubbock, TX
[Main Expense Page](#)

Commercial Air Expense

Complete the fields within the form. Only select Contract Rate Exceptions if applicable. After complete, click the Add Airfare Expense button. Review the entry and if correction is necessary, select the Edit button to the right of the data that was entered.

If agency fees were incurred, enter those in the box provided.

Review entries, if correct Select Next. To make corrections, select reset or you choose *Delete Entire Commercial Air Expense*.

Commercial Air Expense

Enter information for each separate Airfare expense item (ticket). [\(Show Help for this page\)](#)

Amount:	<input style="width: 80%;" type="text"/>	Airline:	<input style="width: 80%;" type="text"/>
Round Trip?	<input type="radio"/> Yes <input type="radio"/> No	Purchase date:	<input style="width: 80%;" type="text"/>
Origination Airport:	<input style="width: 80%;" type="text"/> <input type="button" value="Search"/>	Destination Airport:	<input style="width: 80%;" type="text"/> <input type="button" value="Search"/>
BTA Amount: (if applicable)	\$0.00	Contract Rate Exceptions: (if applicable)	<input type="checkbox"/> Contract travel agency alternative <input type="checkbox"/> Lower total cost to state <input type="checkbox"/> Efficient use of services <input type="checkbox"/> Health and Safety issues

Voucher 0900075
Traveler:Shahnewaz Max Ahmad

10/15/2008 - 10/18/2008

From: Lubbock, TX
To: Lubbock, TX

[Main Expense Page](#)

←

	Requested Amt	Allowed Amt	From	To	Airline	Round Trip?	Rate Exception?*
Edit ←	\$212.50	\$212.50	Lubbock	San Antonio	Southwest	Yes	No

Do NOT include agency fees in your amounts above. Instead, sum agency fees (if any) for all flights and enter the amount below:

Agency Fees: \$0.00

Total Commercial Air Expense (including agency fees): \$212.50

[Delete Entire Commercial Air Expense](#) (including any related Agency Fees)

*Contract rate exceptions are recorded only if the airfare amount exceeds the contract rate.

A summary of the Airfare Expense Allocation is provided. Ensure that the FOP this is to be charged to will be displayed. If the FOP is incorrect, or if you need to split the charges, select the link *add another FOP*

HSC Home > Finance & Administration > Travel 2.0 >

Airfare and Agency Fee Expenses

In the tables below, indicate how you wish to distribute each expense. When done, click next to go back to the expense selection page. Do you need to **add another FOP?**

Airfare Expense Allocation:

The total you must distribute is \$212.50.

To change the FOP or to Split between accounts.

FOP	Amount
T-11A001-Q05000-600	<input style="width: 80%;" type="text" value="212.50"/>
Total:	<input style="width: 80%;" type="text" value="212.50"/>

←

Hotel and Hotel Tax Expense

Complete the form by providing the requested information. Click “Add Hotel Expense” button to add the information to the Voucher.

To change information, you can select the edit button to the left of the row and edit by day.

To remove all entries, select Delete Entire Hotel/Hotel Tax Expense at the bottom of the page.

Enter information for each different hotel location/rate. [\(Show Help for this page\)](#)

Nightly rate (before taxes):	<input type="text"/>	Country:	<input type="text" value="USA"/>
Nightly Taxes @this rate:	<input type="text"/>	State:	<input type="text" value="Texas"/>
Number of Nights:	<input type="text"/>	City:	<input type="text"/>
Start Date:	<input type="text"/>	Locality Rates:	<input checked="" type="checkbox"/> Allow me to exceed locality rates**

Voucher 0900075

Traveler: Shahnewaz Max Ahmad

10/15/2008 - 10/18/2008

From: Lubbock, TX
To: Lubbock, TX

[Main Expense Page](#)

	Requested Amt	Allowed Amt	Max State Amt*	Unused Meals	Req Tax	Allowed Tax	Max State Tax	Nights	City	Date
Edit	\$81.50	\$81.50	\$81.50	\$0.00	\$14.50	\$14.50	\$14.50	1	ALL LOCATIONS	10/15/2008
Edit	\$81.50	\$81.50	\$81.50	\$0.00	\$14.50	\$14.50	\$14.50	1	ALL LOCATIONS	10/16/2008
Edit 	\$81.50	\$81.50	\$81.50	\$0.00	\$14.50	\$14.50	\$14.50	1	ALL LOCATIONS	10/17/2008
Totals:	\$244.50	\$244.50	\$244.50	\$0.00	\$43.50	\$43.50	\$43.50	3		

Combined Total of Allowed Hotel and Hotel Tax Expenses: **\$288.00**

* The allowed amount up to the Federal Locality Based Rate (FLBR) and including any unused meal expense (Unused Meals above) for that day. Unused Meals amount is the FLBR allowed meal amount less any claimed meal expense for that day.

** If you exceed locality rates, you will typically need a local account on which to apply any excess. Uncheck if you want to be strictly limited to the locality rate.

Review of Hotel Expense Allocation

On this page choose how to allocate the expenses incurred to the FOP/FOPs.

If an additional FOP needs to be charged click on the link "add another FOP". If the expense is to be shared equally among the FOPs entered, click the Distribute Amounts Evenly Button. If distribution is not equal, type the expense being charged to each FOP in the space provided.

For SPAR accounts, the Remove restricted FOP limits may apply with proper documentation.

Click Next when entries are complete.

HSC Home ▶ Finance & Administration ▶ Travel 2.0 ▶

Hotel and Hotel Tax Expenses

In the tables below, indicate how you wish to distribute each expense. When done, click next to go back to the expense selection page. Do you need to **add another FOP?** ←

Remove restricted FOP limits. (For TTU only - must provide appropriate authorization and documentation.)

Hotel Expense Allocation:

The total you must distribute is **\$244.50**.
Based on federal locality rates, the **maximum** you may distribute among all restricted FOPs is **\$244.50**.

(will put maximum allowed on restricted FOPs)

FOP	Amount
T-11A001-Q05000-600	<input type="text" value="163.00"/>
T-31A143-F00002-A10	<input type="text" value="81.50"/>
Total:	<input type="text" value="244.50"/>

Hotel Tax Expense Allocation:

The total you must distribute is **\$43.50**.
The **maximum** you may distribute among all restricted FOPs is **\$43.50**.

(will put maximum allowed on restricted FOPs)

FOP	Amount
T-11A001-Q05000-600	<input type="text" value="29.00"/>
T-31A143-F00002-A10	<input type="text" value="14.50"/>
Total:	<input type="text" value="43.50"/>

* Indicates a restricted FOP.

Personal Auto Mileage Expenses:

Enter information in the spaces provided, and then select Add Expense.

An Edit option exists if changes need to be made after they are added.

Select Next when complete.

Personal Auto Mileage Expense

Enter information for each separate personal auto mileage expense. Click "Add Expense" button to add the item to the list. If you need to edit an item after you have added it to the list, click the "Edit" link next to the item you wish to modify, make your changes, then click the "Update" link. If you need to delete an item you have added to the list, click the "Edit" link next to the item you wish to delete, then click the "Delete" link.

When you have finished entering all personal auto expenses, click "Next" to go to the FOP allocation.

Miles: Departure Date:

From: To:

Voucher 0900075
Traveler: Shahnewaz Max Ahmad
10/15/2008 - 10/18/2008
From: Lubbock, TX
To: Lubbock, TX
[Main Expense Page](#)

[Add Expense](#)

	From	To	Date	Miles	Rate per Mile	Amount
Edit	home	airport	10/15/2008	11	\$0.585	\$6.44
Edit	Airport	Home	10/18/2008	11	\$0.585	\$6.44
					Total:	\$12.88

[Next >>](#)

Distribution of Expense to FOP/FOPs

Enter the amount to be charged to the FOP. To add a FOP, click on the link provided and select to distribute evenly or type in the amount to be charged to each FOP. Select Next.

In the table below, indicate how you wish to distribute this expense. When done, click next to go back to the expense selection page. Do you need to **add another FOP?**

The total you must distribute is **\$12.88**.

FOP	Amount
T-11A001-Q05000-600	<input type="text" value="12.88"/>
Total:	<input type="text" value="12.88"/>

[Next >>](#)

Parking Expense

Enter the information in the fields provided. Select Add Expense when entered.

Each expense for parking must be entered separately.

When all parking expenses are entered correctly, select Next.

Parking Expense

Enter information for each separate parking expense. Click "Add Expense" button to add the item to the list. If you need to edit an item after you have added it to the list, click the "Edit" link next to the item you wish to modify, make your changes, then click the "Update" link. If you need to delete an item you have added to the list, click the "Edit" link next to the item you wish to delete, then click the "Delete" link.

When you have finished entering all parking expenses, click "Next" to go to the FOP allocation.

Description: Amount: \$

	Description	Amount
Edit	Parking fees at airport	\$25.25
	Total:	\$25.25

Distribution of Expense

Indicate how the expense is to be charged, adding another FOP if necessary.

In the table below, indicate how you wish to distribute this expense. When done, click next to go back to the expense selection page. Do you need to **add another FOP**?

The total you must distribute is \$25.25.

FOP	Amount
T-11A001-Q05000-600	<input type="text" value="25.25"/>
Total:	<input type="text" value="25.25"/>

The user is redirected to the Expenses Screen, the green check-marks to the left of the link indicate that the information has been entered and the expense amount allocated to

the FOP. A yellow checkmark to the left of the expense link indicates the amount allocated is not in balance.

If there are other expenses to claim, use the links shown below. Other Expenses is where fuel for rental car would be entered.

There are links to other options at the bottom of the page.

If the voucher is complete, select Next. If other expenses need to be entered, click on the appropriate link.

HSC Home ▶ Finance & Administration ▶ Travel 2.0 ▶

Expenses

Enter expenses for trip **0900075**. 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.

✓ Commercial Air	✓ Meals
✓ Hotels and Hotel Tax	✓ Rental Car
✓ Personal Auto Mileage	Taxi and Limousine
✓ Parking	→ Registration Fees
→ Apartment Rental	→ <u>Other Expenses*</u>
→ Food and Entertainment	

More Transportation:

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

Expenses claimed so far: \$685.68

Next >> - View worksheet summary report.

Add an account to this voucher
Change trip supervisor Shahnewaz Ahmad ← **Other Options**
Return to list of trips for this traveler
Change original trip information (start date, destination, etc.)

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

Meals Expense

In order to receive reimbursement for meals, this section must be completed. It is completed by day rather than by trip.

Once the information has been entered, select Next.

HSC Home > Finance & Administration > Travel 2.0 >

Meals Expense

Enter information for each separate Meal expense item (ticket). [\(Show Help for this page\)](#)

Date: Country:

Breakfast: State:

Lunch: City:

Dinner: Allow me to exceed locality rates**

Voucher 0900080
Traveler: Shahnewaz Max Ahmad
10/8/2008 - 10/10/2008
From: Lubbock, TX
To: Austin, TX
[Main Expense Page](#)

	Meal Date	Breakfast	Lunch	Dinner	Allowed Amt	State Max Amt
Edit	10/8/2008	\$0.00	\$8.50	\$12.50	\$21.00	\$21.00
Totals:		\$0.00	\$8.50	\$12.50	\$21.00	\$21.00

** If you exceed locality rates, you will typically need a local account on which to apply any excess. Uncheck if you want to be strictly limited to the locality rate.

[Delete Entire Meals Expense](#)

Meals Expense Distribution:

Select Next if expense distribution is correct.

In the table below, indicate how you wish to distribute this expense. When done, click next to go back to the expense selection page. Do you need to **add another FOP**?

The total you must distribute is **\$21.00**.
Based on federal locality rates, the **maximum** you may distribute among all restricted FOPs is **\$21.00**

FOP	Amount
T-31A143-F00002-A10	<input type="text" value="21.00"/>
Total:	<input type="text" value="21.00"/>

* Indicates a restricted FOP

Rental Car Expense

Enter the information for the rental car expense in the fields provided. If there are multiple contracts for rental cars during one travel, the expenses must be entered separately. To do this, click the Add Expense link after each entry.

Select Next when finished.

Rental Car Expense

Enter information for each separate rental car expense. Click "Add Expense" button to add the item to the list. If you need to edit an item after you have added it to the list, click the "Edit" link next to the item you wish to modify, make your changes, then click the "Update" link. If you need to delete an item you have added to the list, click the "Edit" link next to the item you wish to delete, then click the "Delete" link.

When you have finished entering all rental car expenses, click "Next" to go to the FOP allocation.

Company:	<input type="text"/>	Type:	<input type="text"/>
Number of Days:	<input type="text"/>	Amount:	\$ <input type="text"/>

←

	Company	Car Type	Days	Amount
No items added yet...				

←

Review the expenses as charged to the FOP, adding additional FOP/FOPs if needed.

Other Expenses

To submit other expenses, such as fuel for a rental car, enter a description of the expense and amount of expense in the fields provided.

Select Add Expense.

Select Next.

The screenshot shows a form for adding an expense. At the top, there are two input fields: 'Description:' and 'Amount: \$'. Below these is a red-bordered box containing the text 'Add Expense' with a red arrow pointing to it from the left. To the right of this box is another red-bordered box containing the text 'Enter in expense type and amount' with a red arrow pointing to the 'Description' field. Below the input fields is a table with the following data:

	Description	Amount
Edit	Fuel	\$47.61
	Total:	\$47.61

Below the table is a red-bordered box containing the text 'Next >>' with a red arrow pointing to it from the left. At the bottom left of the form is the text 'Delete All Other Expenses' with a red arrow pointing to it from the left.

Distribute the expense / expenses to the desired FOP/FOPs and then select Next.

The screenshot shows a distribution table with the following data:

FOP	Amount
T-11A001-Q05000-600	47.61
Total:	47.61

Below the table is a red-bordered box containing the text 'Next >>' with a red arrow pointing to it from the left.

In the table below, indicate how you wish to distribute this expense. When done, click next to go back to the expense selection page. Do you need to **add another FOP**?

The total you must distribute is **\$47.61**.

Submission of other Expenses:

Enter in the information in the fields provided and select Add Expense. Select Next if completed accurately.

Apartment Rental Expense

Enter information for each separate apartment rental expense. Click "Add Expense" button to add the item to the list. If you need to edit an item after you have added it to the list, click the "Edit" link next to the item you wish to modify, make your changes, then click the "Update" link. If you need to delete an item you have added to the list, click the "Edit" link next to the item you wish to delete, then click the "Delete" link.

When you have finished entering all parking expenses, click "Next" to go to the FOP allocation.

Description:

Duration of Rental: Days **Amount:** \$

Complete these fields, select Add Expense

Description	Time Rented	Amount
No items added yet...		

[Delete All Apartment Rental Expenses](#)

Voucher
Traveler:Shahne
10/15/2008 -
From: Luk
To: Lubk
[Main Expe](#)

Food and Entertainment Expense:

Taxi and Limousine Expense

Registration Fees

More Transportation (except Personal Plane)

All of the above expenses are entered on a form like the one displayed below. Enter in the description and amount of the expense in the fields provided. Then select Add Expense. Edit if necessary. When complete, select Next.

Description: **Amount:** \$

Complete these fields, select Add Expense

Description	Amount
No items added yet...	

If the information is complete, select Next on the Expenses detail form. The worksheet summary report will be visible.

Expenses claimed so far: \$733.29


Next >> - View worksheet summary report.

[Add an account to this voucher](#)
[Change trip supervisor](#) Shahnewaz Ahmad
[Return to list of trips for this traveler](#)
[Change original trip information \(start date, destination, etc.\)](#)

Voucher Summary

Review the summary of the data submitted.

Links available are (1) View Worksheet in PDF format – print. Print the voucher report as it must be sent to the Travel Office along with the worksheet and supporting documentation. And (2) link to Main Expense page.

At this point, make any changes or select the Submit Voucher option.

Voucher Summary

Below is a brief summary of the data you have entered. If you have completed all your data entry, click Submit to begin the approval process. Also, once you have submitted the voucher, you will be given a link on the next page to view and print the main voucher report that must eventually be sent to the Travel Office along with the worksheet and all supporting documentation. If you are not done entering your expenses, click the "<< Back" button to go back to the main expense listing.

Trip 0900075

Total Expenses:	\$733.29
Total Reimbursement Amount*:	<u>\$733.29</u>

[View Worksheet in PDF format](#) ←

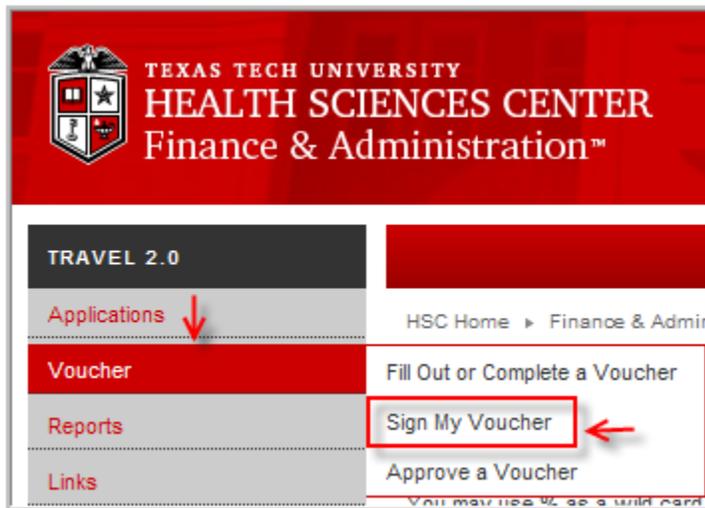
Voucher 0900075
Traveler: Shahnewaz Max Ahmad
10/15/2008 - 10/18/2008
From: Lubbock, TX
To: Lubbock, TX
[Main Expense Page](#)



*The total reimbursement amount may change in the event that the Travel Office deems it necessary to modify certain claims due to state or

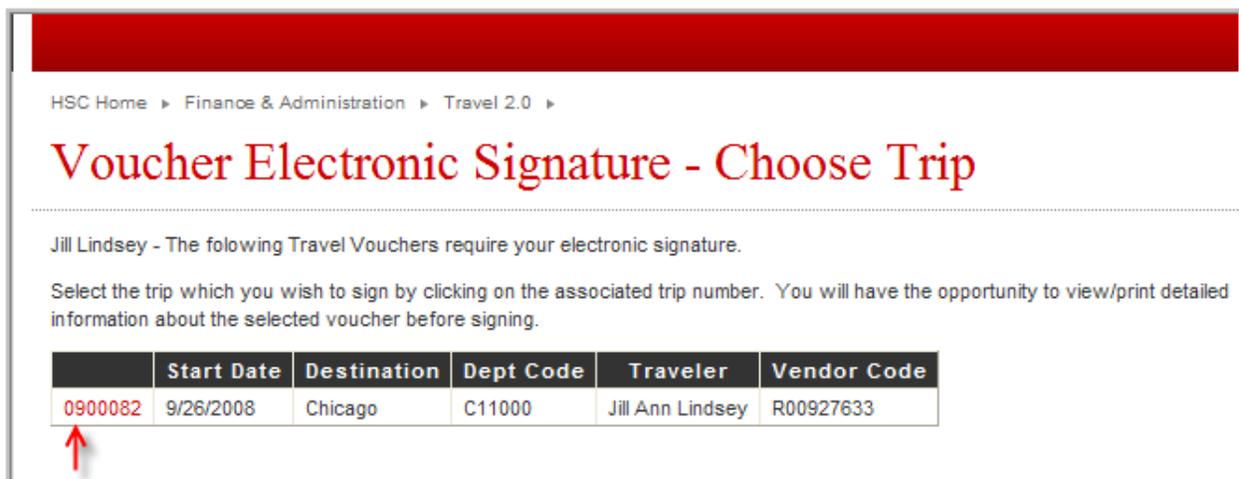
Signing a Voucher

To electronically sign a voucher, select the voucher link in the left menu and then Sign My Voucher in the sub-link:



Choose Trip

Click on the trip number tied to the travel voucher for which signature is being provided.



Electronic Signature

A summary of the voucher is provided. Links to view the worksheet or show items pending your signature are provided as well.

If accurate, select Electronically Sign This Voucher.

IMPORTANT – print both the worksheet and coversheet to submit to Travel Services for review.

HSC Home ▶ Finance & Administration ▶ Travel 2.0 ▶

Voucher Electronic Signature

Below is a brief summary of the data entered for this trip. If everything looks correct, click the signature button to electronically sign your voucher using eRaider.

Trip 0900083

Total Expenses:	\$333.45
Total Reimbursement Amount*:	\$333.45

By electronically signing this form I certify that the expense report is true and correct. This expense is related to official state business and furthers the agency's mission. I approve ALL corrections that MAY be made on this voucher by Travel Services due to errors/changes that were necessary to comply with State of Texas Rules and Regulations as well as Texas Tech Policies and Procedures.

[Electronically Sign This Voucher](#)

Voucher successfully signed. Please print the coversheet and worksheet using the links below and submit all relevant documentation to the Travel Services office for review.

[View Worksheet in PDF format](#) ←

[View Coversheet in PDF format](#) ←

*The total reimbursement amount may change in the event that the Travel Office deems it necessary to modify certain claims due to state or university policy restrictions.

[\(Show items pending your signature\)](#) ←

Voucher 0900083
Traveler: Jill Ann Lindsey

10/5/2007 - 10/8/2007

From: Lubbock, TX
To: San Antonio, TX

[Main Expense Page](#)

Reports in the Travel System

To access reports in the Travel System, select the Reports link in the left menu.

There are 4 Reports available.



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Finance & Administration™

TRAVEL 2.0

Applications

Voucher

Reports

Links

Contacts

HSC Home > Finance & Administration > Tr...

Reports

- View Application or Voucher by Travel ID
- Open Applications For Your Department
- Status History
- Travel In Your Department

View Application or Voucher by Travel ID



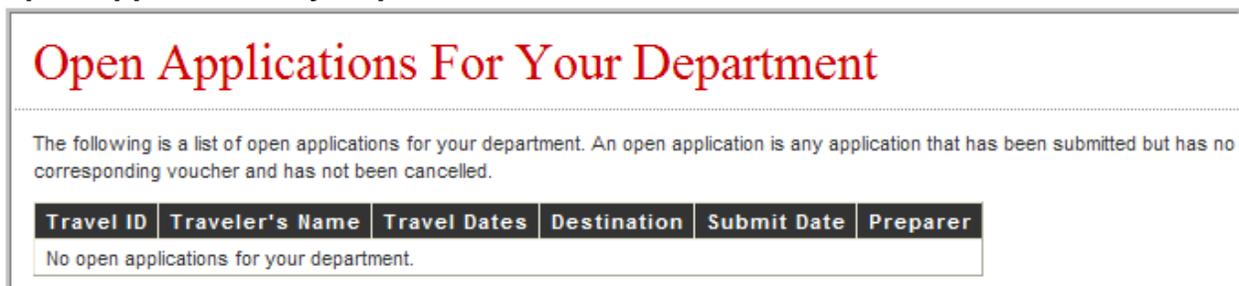
View Application or Voucher by Travel ID

Enter a Travel ID and select View Application to view the application .pdf or View Voucher to view the voucher.pdf associated with that travel id.

TravelID:

[View Application](#) [View Voucher](#)

Open Applications by Department



Open Applications For Your Department

The following is a list of open applications for your department. An open application is any application that has been submitted but has no corresponding voucher and has not been cancelled.

Travel ID	Traveler's Name	Travel Dates	Destination	Submit Date	Preparer
No open applications for your department.					

Status History

Enter in the Travel number and select Submit. The Approval and Status History of the travel will be displayed.

Status History

Enter the travel number in the box below and click submit to view a list of status changes and approval history for the trip. The last status on the list indicates the current status.

Travel number: ←

Approval History

Description	Primary Approver	Alternate Approver	Approved By	Approved Timestamp
No approval items.				

Status History

Status	Date-Time	Changed by
Application Submitted	9/19/2008 11:51 AM	Jill Lindsey
Application Complete	9/19/2008 11:51 AM	Jill Lindsey
Pending Electronic Signature	9/19/2008 12:31 PM	Jill Lindsey

Department Travel

This report shows travel that has been processed by the travel office.

Budget Checking

Checking Your Travel Account Budget

The FI004 Revenue Expense Budget by FOP will let you see budget actual for a travel account. It will also display encumbrances and transactions for this account.

This report is located in the TTU Finance folder of COGNOS.

FI004 Revenue Expense Budget by FOP Report

This shows the Budgeted Amount for the travel account. Click on Travel for more details

Report: FI004		Texas Tech University					09/26/08	
		Revenue Expense Budget By FOP						
		For Period Beginning September 1, 2008 and Ending September 30, 2008						
Fund	11A001	Shared Services			Manager: Cotton, Beverly A.			
Division	Q	TTUS Chief Financial Officer						
Area	Q05	TTUS Technology Transfer						
Organization	Q05000	TTUS Technology Transfer			Manager: Miller, David L.			
Program	600	Institutional Support Expense						
Return to Prompt								
Reductions								
Description	Account Type	Budget Original	Budget Adjustment	Budget Current	Rev/Exp Actual	Expense Encumbrances	Rev/Exp Total	Fav (Unfav)
Personnel	60	363,353.00	0.00	363,353.00	0.00	0.00	0.00	363,353.00
Operating	70	251,647.00	0.00	251,647.00	0.00	0.00	0.00	251,647.00
Travel	70	35,000.00	0.00	35,000.00	0.00	510.68	510.68	34,489.32
Total Reductions		650,000.00	0.00	650,000.00	0.00	510.68	510.68	649,489.32

FI004A Revenue Expense Budget by Budget Pool Report

The budget pool identifies if money has been budgeted for an account – the first three characters of the account code show the budget pool tied to the account

Report: FI004A		Texas Tech University					09/26/08	
		Revenue Expense Budget By Budget Pool						
		For Period Beginning September 1, 2008 and Ending September 30, 2008						
Fund	11A001	Shared Services			Manager: Cotton, Beverly A.			
Division	Q	TTUS Chief Financial Officer						
Area	Q05	TTUS Technology Transfer						
Organization	Q05000	TTUS Technology Transfer			Manager: Miller, David L.			
Program	600	Institutional Support Expense						
Account Type	70	Travel						
Return to Prompt								
FI004 - Revenue Expense Budget By FOP								
Description	Budget Pool	Budget Original	Budget Adjustment	Budget Current	Rev/Exp Actual	Expense Encumbrances	Rev/Exp Total	Fav (Unfav)
TV In State Travel Budget Pool	7B0	17,172.00	0.00	17,172.00	0.00	510.68	510.68	16,661.32
TV Out of State Travel Budget Pool	7B1	15,209.00	0.00	15,209.00	0.00	0.00	0.00	15,209.00
TV Prospective Employee Budget Pool	7B5	2,619.00	0.00	2,619.00	0.00	0.00	0.00	2,619.00
Period Activity		35,000.00	0.00	35,000.00	0.00	510.68	510.68	34,489.32

FI004B Revenue Expense Budget by Account

This shows the budget pool with the available travel funds – note that there are separate budget pools for In State and Out of State travel.

Report: FI004B		Texas Tech University			09/26/08			
		Revenue Expense Budget By Account						
		For Period Beginning September 1, 2008 and Ending September 30, 2008						
Fund	11A001	Shared Services	Manager: Cotton, Beverly A.					
Division	Q	TTUS Chief Financial Officer						
Area	Q05	TTUS Technology Transfer						
Organization	Q05000	TTUS Technology Transfer	Manager: Miller, David L.					
Program	600	Institutional Support Expense						
Account Type	70	Travel						
Budget Pool	7B0	TV In State Travel Budget Pool						
Return to Prompt FI004 - Revenue Expense Budget By FOP FI004A - Revenue Expense Budget By Budget Pool								
Description	Account	Budget Original	Budget Adjustment	Budget Current	Rev/Exp Actual	Expense Encumbrances	Rev/Exp Total	Fav (Unfav)
TV In State Travel Budget Pool	7B0	17,172.00	-0.00	17,172.00	0.00	0.00	0.00	17,172.00
TV Encumbrance In State Travel	7B0999	-0.00	-0.00	0.00	0.00	510.68	510.68	(510.68)
Period Activity		17,172.00	0.00	17,172.00	0.00	510.68	510.68	16,661.32

FI004C Revenue Expense Budget by Transactions

This report displays the actual transactions tied to the travel expenditures.

FI030 – Encumbrance Ledger Transaction Report

This report provides information from encumbrance of funds to liquidation of encumbrance, and will show remaining balances until liquidated. Payments to travelers are also visible within this report. Travel encumbrances begin with EV.