TRAVEL VOUCHER
TTI BUSINESS OFFICE FORM TVOUCHER

This procedure explains the proper method for preparing TTI Business Office Form TVOUCHER whether local funds or state funds are used to pay the travel expenses. The file for TVOUCHER includes:

- TVOUCHER-A - Travel Voucher (page 1)
- TVOUCHER-B - Travel Voucher (page 2)
- TVOUCHER-C - Continuation Sheet
- TVOUCHER-D - Distribution Sheet
- TVOUCHER-E - Teleconference Usage Exemption Form

The Travel Regulations from the Texas A&M University System, the Disbursement Training Manual, the State Travel Management Program website, and TexTravel from the Texas Comptroller of Public Accounts should be consulted for additional information.

Preparing the Travel Voucher

Regardless of whether local funds or state funds are used to pay the travel expenses, the department will prepare the voucher. State funds or local funds may be used on subsidiary ledger accounts beginning with 1. All other accounts are paid from local funds.

Local Funds

If local funds are used to pay the travel expenses, then the following items on TVOUCHER-A should be completed.

b. Paid by TTI Business Office--The check number and check date will be completed by the TTI Business Office.

c. FAMIS Voucher Number--This number will be assigned in the FAMIS system.

d. Title--Enter the position title of claimant.

e. Designated Headquarters--Enter location of employee’s headquarters.

f. Dates of Travel--Enter inclusive dates of travel.
g. Last Four Digits of S.S.N. (Texas Identification Number)--Enter the last four digits of the Social Security Number.

h. Additional Travel Advance Information--This section will be completed by the Business Office.

i. Pay To--Enter the name and address of the Claimant.

p. Expense Itemization for Travel--Enter the applicable information for the expense itemization for travel. Also, itemize all other authorized expenses not preprinted on the form.

q. Amount--Enter the dollar amount for each type of expense listed in section “p” for which expenses were incurred. (The amount field for the fares, public transportation, and personal car mileage section automatically enters.)

   Liquid paper/correction tape should not be used in this section. Incorrect entries should have one neat, ink or typed, line drawn through them with the correct entry made in ink or typed. Black or blue ink should be used to make corrections. Corrected amounts should be initialed by the person making the change.

r. Total--Enter the total dollar amount for all expenses reported on the travel voucher. Liquid paper/correction tape should not be used in this section. (This field automatically enters.)

Other Items to Complete

j. Distribution--Enter the appropriate subsidiary ledger (SL), support account (SA), sub code (OCC), amount, traveler’s program code, and SL home program code. The traveler’s program code represents the organizational location of the employee. The SL home program code is the program code associated with the SL/SA as listed in the TTI Chart of Accounts.

   The distribution section allows for six lines of entry. If there are six lines or less of entry, all lines should be entered on TVOUCHER-A. If more than six lines of entry, all lines should be entered on TVOUCHER-D. If required, an additional Distribution Sheet (TTI Business Office Form TVOUCHER-D) may be used. If TVOUCHER-D is not used, then a form of a similar nature may be substituted.
k. **Encumbrance**--Enter the travel and advance request number that is applicable to this travel if it is known. The liquidation P/F will be completed by the Business Office.

**Contact Name and Phone No.**--The name and telephone number of the person preparing the voucher should be entered.

s. **Exception(s) for the Use of Non-Contracted Vendors and/or Rates**--This section should be completed when the claimant has used a non-contracted vendor and/or rates for lodging, car rental, airfare or a corporate travel charge card alternative. If the traveler uses a contracted travel vendor and/or rate, then the no exceptions claimed box in “t” section should be checked. However, if the traveler does not use a contracted travel vendor, then the appropriate exception should be checked in the non-contracted vendor section. For a more detailed definition of the exception, the contract exceptions under the State Travel Management Program issued by the Texas Comptroller of Public Accounts should be consulted.

t. **Certification**--This section must be completed and the payee must sign this certification. If no exceptions are claimed for the use of non-contracted vendors, the block in this section should be checked.

u. **Date Voucher Prepared**--Enter the date voucher is prepared. (This field automatically enters.)

v. **Travel Advance Information**--If the employee received an advance on the travel and advance request, the following information needs to be provided on the travel voucher.

<table>
<thead>
<tr>
<th>Total Amount of Advance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount of Voucher</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Due Claimant OR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Due TTI Business Office</td>
</tr>
</tbody>
</table>
If travel for a trip is to be split between subsidiary ledger accounts, it can be paid entirely on one voucher. There is no need to cross reference local funds vouchers since the FAMIS system allows for multi-accounts on a voucher.

**Agency Approval**

The approvals will include those of the Division/Department Head, as well as the TTI Auditor and the Director or his designee. For the Division/Department Head signature, the voucher should be signed by the Division/Department Head or by an individual who has signature authority on the project being expensed. Black or blue ink should be used for signatures.

**State Funds**

If state funds are used to pay the travel expenses, then all of the above items plus the following additional items should be completed on the voucher.

1. **State Comp. OCC**—Business Office will complete the appropriate four-digit number taken from the Expenditure Object Class Codes.

2. **Fund Number**—Business Office will complete the four-digit fund number.

3. **FY (Fiscal Year)**—Business Office will complete the last two digits of the fiscal year for which the appropriation was made.

4. **Appropriation Number**—The appropriation number, 10727, is completed.

In addition, the following items on TTI Business Office Form **TVOUCHER-B** should be completed. (Note that “a-j” are applicable to in-state travel and “k-t” are applicable to out-of-state travel.)

**In-State**

a. **Leave Headquarters**—Enter the date, hour, minute, and indicate when travel started, either A.M., P.M., N. (Noon), or M. (Midnight).

b. **Arrive Headquarters**—Enter the date, hour, minute, and indicate when travel was completed, either A.M., P.M., N. (Noon), or M. (Midnight).
c. **Actual Meals Not to Exceed Federal Rate**--Enter the actual expenses for meals, not to exceed the Legislative-approved federal rate schedule, depending on the location. The $36 maximum for meals for in-state locations not specifically listed in the federal rates will be used.

d. **Actual Lodging Not to Exceed Federal Rate**--Enter the actual cost of lodging, not to exceed the Legislative-approved federal rate schedule, depending on the location. The $85 maximum for lodging for in-state locations not specifically listed in the federal rates will be used. The single room rate must be included on the lodging receipt or voucher.

e. **Total Not to Exceed Federal Rate**--Enter the total of items “c” and “d”, not to exceed the Legislative-approved federal rate. (This field automatically enters.)

f. **Meals**--Enter the actual expenses claimed by the Director.

g. **Lodging**--Enter the actual expenses claimed by the Director.

h. **Total**--Enter the total of items “f” and “g”. (This field automatically enters.)

i. **Total Meals and Lodging**--Enter the total of item “e”. (This field automatically enters.)

j. **Total Actual Expense**--Enter the total of item “h”. (This field automatically enters.)

**Out-of-State**

k. **Leave Headquarters**--Enter the date, hour, minute, and indicate when travel started, either A.M., P.M., N. (Noon), M. (Midnight).

l. **Arrive Headquarters**--Enter the date, hour, minute, and indicate when the travel was completed, either A.M., P.M., N. (Noon), M. (Midnight).

m. **Actual Meals Not to Exceed Federal Rate**--Enter actual expenses for meals, not to exceed the Legislative-approved federal rate schedule, depending on the location.

n. **Actual Lodging Not to Exceed Federal Rate**--Enter the actual cost of lodging, not to exceed the Legislative-approved federal rate schedule, depending on the location. The single room rate must be included on the lodging receipt or voucher.

o. **Total Not to Exceed Federal Rate**--Enter the total of items “m” and “n”, not to exceed the Legislative-approved federal rate. (This field automatically enters.)
p. **Meals**—Enter the actual expenses claimed by the Director.

q. **Lodging**—Enter the actual expenses claimed by the Director.

r. **Total**—Enter the total of items “p” and “q”. (This field automatically enters.)

s. **Total Meals and Lodging**—Enter the total of item “o”. (This field automatically enters.)

t. **Total Actual Expense**—Enter the total of item “r”. (This field automatically enters.)

u. **Record of Transportation and Duties Performed**—Enter, by date, the travel undertaken, mode of transportation, and the duties performed at each destination. Be brief but do include whatever detail is necessary for a complete description of all duties performed. Acronyms should not be used in describing the purpose of travel. In mileage section, point-to-point breakdown, including intra-city mileage claims, should be entered. (The total field automatically enters.) If required, a Continuation Sheet (TTI Business Office Form TVOUCHER-C) can be used. If TVOUCHER-C is not used, then a form conforming to the format for this section may be substituted. (If TVOUCHER-C is used, type See Attached in “u.” section on TVOUCHER-B. Enter all information on TVOUCHER-C since the total mileage automatically enters.)

**Teleconference Usage**

A Teleconference Usage Exemption Form (TTI Business Office Form TVOUCHER-E) should be completed for travel related to training seminars sponsored by TTI for TTI employees.

**Attachments**

Each travel voucher should be properly assembled with the original receipts plus the required number of sets of the proper backup for each type of voucher. The page entitled Travel Voucher Attachments explains the required attachments.

**Corrections**

As noted earlier, liquid paper/correction tape should not be used in “q” and “r” sections on front of voucher. Incorrect entries should have one neat, **ink** or **typed**, line drawn through
them with the correct entry made in **ink** or **typed**. **Black** or **blue** ink should be used to make corrections. Corrected amounts in this section should be **initialed** by the person making the change. In addition, corrections that are made in other sections of the voucher can be corrected using liquid paper. These corrections do not have to be initialed.

**It is very important that corrections be as neat and legible as possible since copies of the voucher are sent to our project sponsors.**
List of Statements Required
on Applicable Travel Vouchers

Travel Voucher with Registration Fee Including Meals

Meals are a non-optional, incidental expense of registration fee.

Travel Voucher for TRB Annual Meeting in January

The Transportation Research Board is the division of the National Academy of Sciences that is concerned with research in the field of transportation. Membership is institutional in the name of the Texas Transportation Institute. The annual Transportation Research Board meeting is a combined meeting of five functional groups each with from twenty to forty subject matter oriented committees which are responsible for stimulating research and providing a forum for the presentation of research findings. Many of the sponsored research programs of the Texas Transportation Institute are reported through this forum and new research programs are generated.