

Review the summary information and approval flow for this expense report, and make any necessary changes. Fix any policy violations before submitting the request for approval. [eTravel Help Pages](#)

Summary **Approval Flow** Policy Violations

Trip Name:

Type of Traveler:

Traveler/Claimant:

US Citizen: Yes No

NRA Info: [NRA Info](#)

Personal Time Taken: Yes No

Personal Time Info: [Personal Time](#)

Include dates/times of business travel

Purpose of Trip:

Company Expenses: \$5.00 USD

Personal Expenses: \$0.00 USD

Reimbursement Amount: \$5.00 USD

*** Traveler Address Information ***

Home Address (city/state):

Duty Station (city/state):

*** Check Delivery Information ***

Address Type: Domestic Foreign UWBox Wire

In care of:

Street Address/Box No.:

My Labels: [Apply Label...](#)

COMMENTS - ENTIRE EXPENSE REPORT

Ad Hoc Watchers/Approvers may be added to **Approval Flow** using this Tab

TIPS:

Preparers may do this prior to Expense Report (ER) submission to Ariba
Preparers / Approvers may do this after ER submission to Ariba

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Legend: Approved Watcher

ER10391



OrgWatcher-

Jane Traveler

ComplianceBgtApprover-

Fundi

Add Approver



Click **Add Approver**

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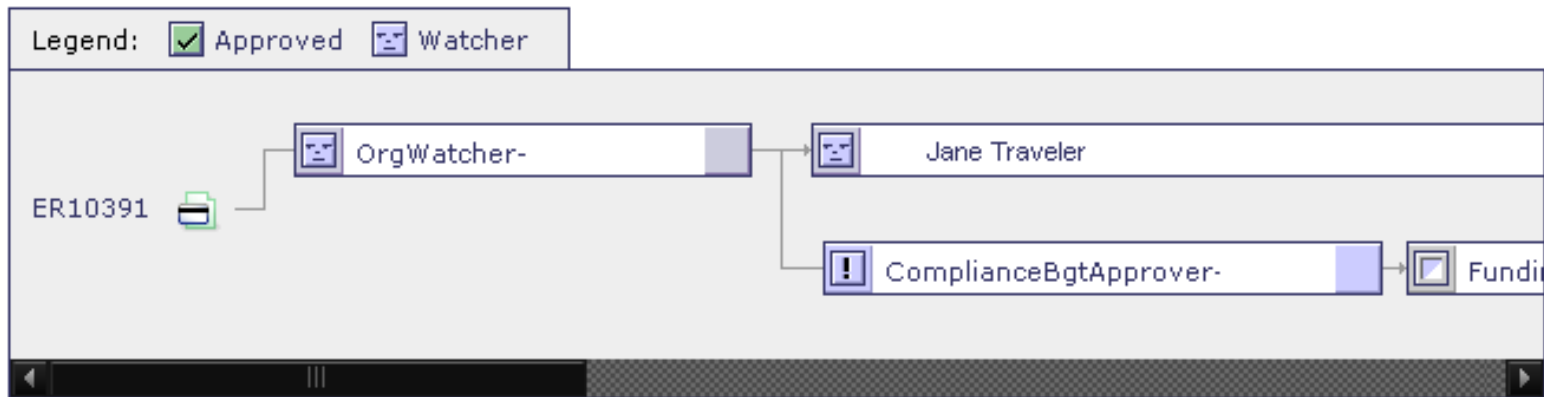
Add approver to approval flow: * 1  

Add this approver as: 2 Approver Watcher

Provide a reason: 3

1. Select appropriate UW employee using chooser drop down menu
2. Choose their role: Watcher or Approver
3. Provide a reason

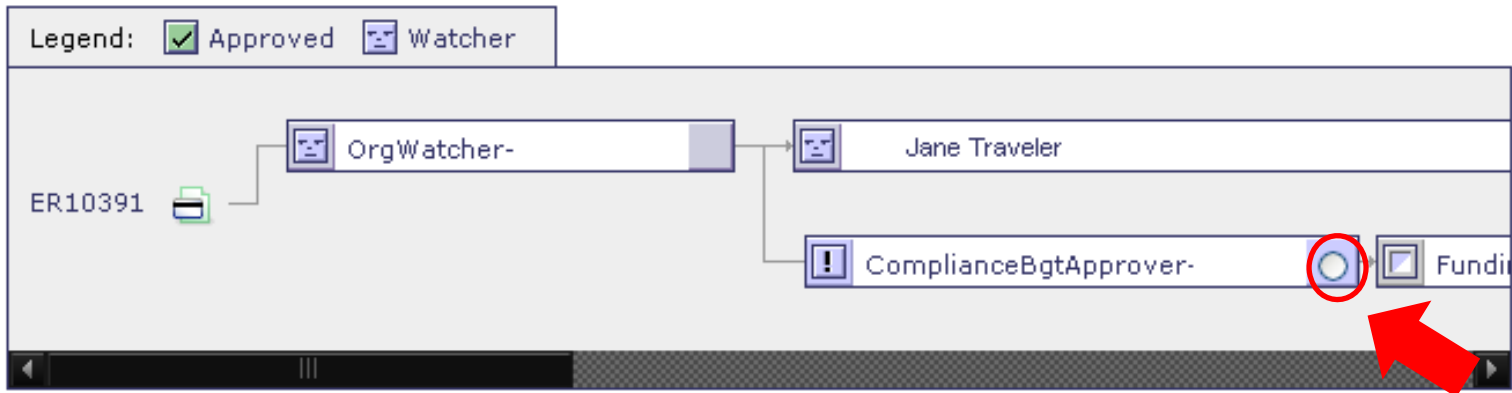
TIP: Ad Hoc selection results in email notification to person selected



- Add approver to the approval flow, as the **first** or **subsequent** approver
- Add approver in **parallel** to the entire approval flow

OK Cancel

Prior to ER submission, Ad Hoc role may be added as **first** or **subsequent** approver OR in parallel to entire approval flow



- Add approver in **parallel** to the entire approval flow
- Add approver **before** the selected approver in the approval flow
- Add approver **after** the selected approver in the approval flow

OK Cancel

After Submission there are three options for Ad Hoc role placement

- Parallel to entire approval flow
- Before selected role
- After Selected role

Click on selected role's 'circle' for placement of Ad Hoc role when second or third option is chosen

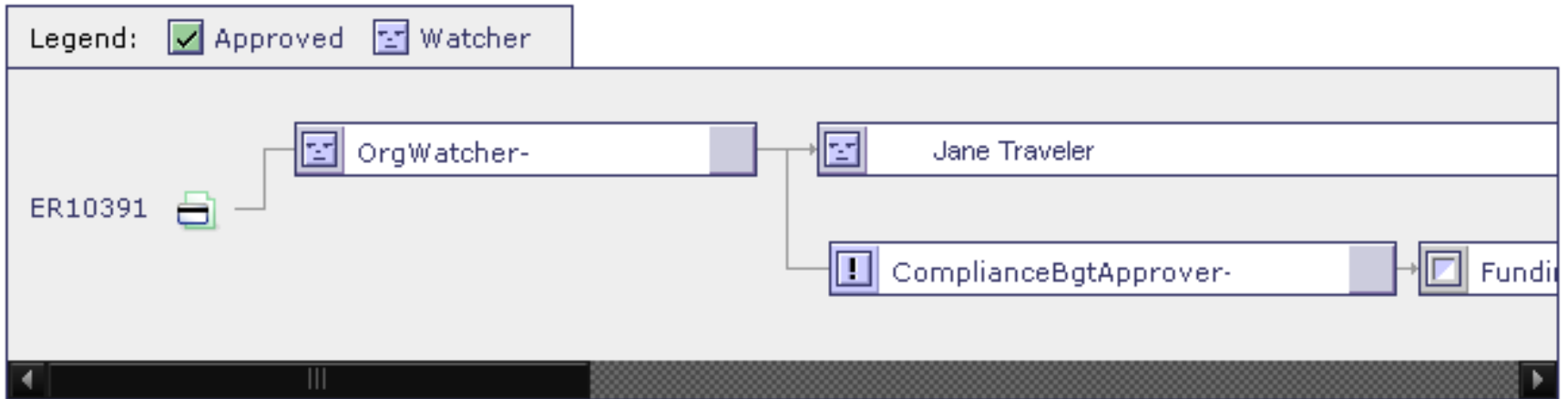
Click **OK** or **Cancel**

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Add Approver

Delete Approver

New approver was added successfully.

Add another or Delete