

eTravel

Getting Started

1. [Introduction](#)
2. [System Requirements](#)
3. [Roles](#)
4. [Astra](#)
5. [Travel Profile](#)
6. [Email Notifications](#)

Guides



1. [Start to Finish Expense Report](#)
2. How to Approve
 - o [Email Notifications](#)
 - o [T & E Dashboard](#)
3. [Ad Hoc Watchers/Approvers](#)
4. [How to Search](#)
5. [Budgets](#)

Expense Report

- [Meals](#)
- [Lodging](#)
- [Receipts](#)
- [Signatures](#)
- [What to Submit and Attach](#)

Accounting and Payment Method

1. [POs/Encumbrances/PR-3](#)
2. [Wires](#)
3. [CTA, Procard and Other Expense Reports](#)

Advance Funds

1. [Per Diem Advance](#)
2. [Living Allowance](#)

Resources

1. [FAQs](#)
2. [Glossary](#)
3. [Helpful Hints](#)

Training

- [Access and Training](#)


[Contact Us](#)[Comments and Suggestions](#)

Announcement

eTravel has arrived! First phase of rollout is to departments in our pilot group. If your department is not part of the pilot group, complete this [survey](#) to sign up for access and training.

Go to



1. Use eTravel URL

<http://www.washington.edu/admin/finserv/travel/etravel.html>

2. Follow the link for 'Go to ARIBA eTravel'

Common Actions

Create

- Expense Report
- Travel Profile
- Requisition

Manage

- Expense Receipts
- Unassigned Charges
- Reports
- More...

Recently Viewed

To Do

ID	Date ↑	From	Status	Title	Required Action
ER10244	1/8/2009	John Traveler	Approved	Expenses: 1/8/2009 to 1/8/2009	Watch
ER10300	1/9/2009	Jane Visitor	Processed	Expenses: 1/9/2009 to 1/9/2009	Watch
ER10368	1/14/2009	Jane Visitor	Processed	non uw certification statement as preparer	Watch
ER10426	1/16/2009	John Traveler	Approved	I.T. (WIRE - NO CHECK ISSUED)	Watch
ER10427	1/16/2009	Jane Visitor	Approved	I. T. (ER PRINT VERSION REQUEST SIGNATURE FOR NON-UW)	Watch
ER10428	1/16/2009	John Traveler	Processed	I.T. (ER PRINT VERSION REQUESTING SIGNATURE FOR STUDENT)	Watch

View List ... (98)

Search

Expense Report

Title:

Catalog ID:

On T&E Dashboard from **To Do** box :

1. Click on ER ID# or ER Title to open and Approve
OR
2. Click **View List** for drop down menu to
 - a. Choose **Approve**

Approve Requests

You are included in the approval flow for these requests, and you are required to approve or deny them. To review a summary of a request before taking action, click the request's ID or title.

[Back](#)

You have 151 requests awaiting your approval.

<input type="checkbox"/>	Type	ID ↓	Date Submitted	Requester	Status	Title	Total	Budget
<input checked="" type="checkbox"/>		ER10898	Today, 10:44 AM	Jane Preparer	Submitted	Expenses: 3/16/2009 to 3/16/2009	\$5.00	USD
<input type="checkbox"/>		ER10897	Today, 10:42 AM	John Coordinator	Submitted	Expenses: 3/16/2009 to 3/16/2009	\$5.00	USD
<input type="checkbox"/>		ER10896	Thu, 12 Mar, 2009	John Coordinator	Submitted	Expenses: 3/12/2009 to 3/12/2009	\$50.00	USD
<input type="checkbox"/>		ER10895	Thu, 12 Mar, 2009	Jane Preparer	Submitted	Expenses: 3/12/2009 to 3/12/2009	\$0.00	USD
<input type="checkbox"/>		ER10876	Thu, 5 Mar, 2009	Joe Traveler	Submitted	Expenses: 3/5/2009 to 3/5/2009	\$50.00	USD
<input type="checkbox"/>		ER10842	Wed, 4 Mar, 2009	John Coordinator	Submitted	Traveler, J. Serial Conference 12/02-12/06 2008	\$2,600.00	USD
<input type="checkbox"/>		ER10821	Thu, 26 Feb, 2009	Jane Preparer	Submitted	Expenses: 2/26/2009 to 2/26/2009	\$50.00	USD

If approving from list:

DO NOT click Approve at this level

Click on **ER ID #** or **Title** to open and review details (selected ER will highlight in yellow)

These are the details of the request you selected. Depending on its status, you can edit, change, copy, cancel, or submit the request for approval. You may also print the details of the request. ... ▾

Back

Approve





Deny

Print

Print Configuration

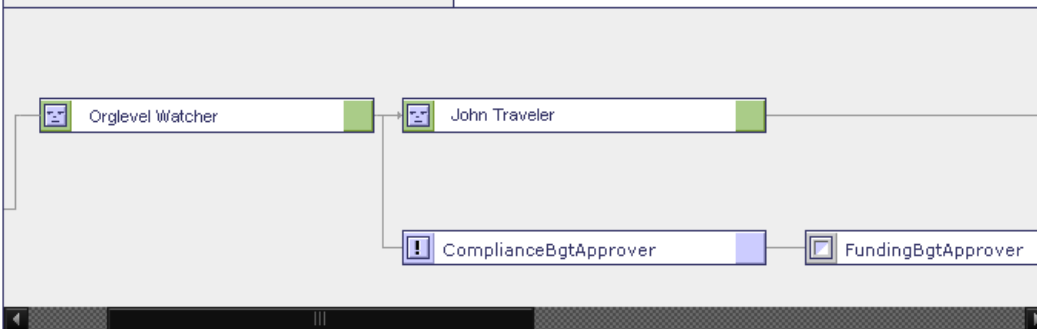
ER10898 - On Behalf Of : [John Traveler](#) Total : \$ 1131.46 USD

Expenses

Type ↑	No.	Date	Description	Amount	Tax Amount	Adj. Amount	Adj. Tax	Require Receipt	
	1	01/02/09	Airfare	\$379.50 USD	\$0.00 USD	\$379.50 USD	\$0.00 USD	Yes	Detail
	3	01/09/09	Car Rental	\$155.48 USD	\$0.00 USD	\$155.48 USD	\$0.00 USD	Yes	 Detail
	2	01/09/09	Lodging Per Diem	\$596.48 USD	\$0.00 USD	\$596.48 USD	\$0.00 USD	Yes	Detail

APPROVAL FLOW

Legend: Active Pending Watcher



Add Approver

Review Expense Report

- To view details, click on specific item under **Description** or **Details** Button

Click **Approve** or **Deny**

- Deny, withdraws ER and sends it back to preparer for edits and resubmission through approval flow.
- Use Deny with caution, preparer/compliance approvers may edit without denying
- Comments field may provide clarification and prevent denials

Approve - Comments

Enter a comment (optional) as part of your approval. You can also archive this document to a different folder, if desired. Click **OK** when you are done.

You chose to approve ER10899.

Comments:



Archive items to label: ▼

Go to next request summary

Select **OK** to approve ER
or **Cancel** and return to summary

TIPS:

Comments added here are saved and visible to others

-‘Archive Items To Label’ box is checked by default; Un-check to cancel this option

-Final Approval by 6pm PST results in check issuance the following day