

eTravel

University of Washington

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Heriberto Rodriguez

Office of Information Management

Agenda

- Introduction (Erick)
- History and Background (Erick)
- Implementation (Erick)
- Project Deliverables (Erick)
- Benefits – success factors (Cindy)
- Rollout (Cindy)
- Stats (Cindy)
- Challenges (Cindy)
- Lessons learned (Cindy)
- Next steps (Cindy)
- Demo system (Heriberto)
- Q&A (All)

eTravel

- Ariba Travel is a solution that helps companies manage employee expenses by automating and streamlining the travel and expense management process.

History and Background

- Oct 04, eTravel project proposal submitted to ITAC
- Jan 05, eTravel project proposal not selected for funding
 - Gained approval to move forward as an unfunded project utilizing existing resources
- Jan 06 - Jul 06, user evaluation of the Ariba T&E solution
 - Developed project plan to implement and gained approval from Business Advisory Group
- Nov 06, eTravel Project kick-off
 - Design, User Testing, Customer Support Rollout Planning
 - ARIBA migration mid-project
- Jan 09, Go-Live

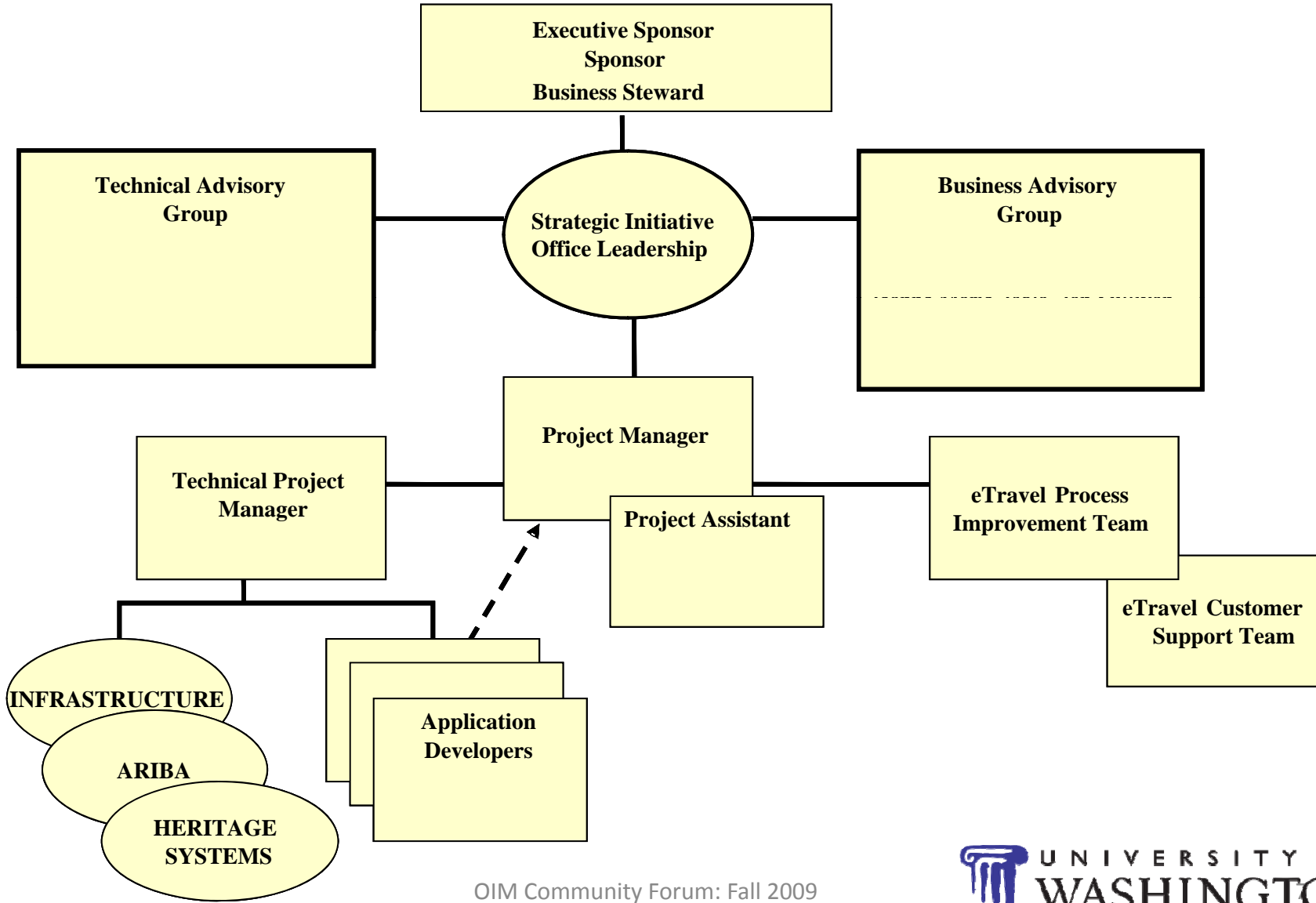
User Approach

- Project Structure
- Requirements (evaluation)
- ARIBA Evaluation
- Requirements (implementation)
- Design
- User Testing
- Implementation

User Approach

- Clear communication to users how the USER approach is utilized for the particular project
- Streamlining processes – teams act as change agents
- Scopes, schedules, and milestones are created, published, and used as planning and communication documents
- Technical team working along side of users toward common goals
- Ongoing outreach, communication, and feedback from users
- Partnership and sponsorship from the business owners
- Needs identified by end-users before solutions defined

Project Structure



Ariba Evaluation

- Campus user sessions to determine needs
- Analyze with PIT and prioritize
 - Results of user sessions
 - Compliance, central need, etc.
- Present screens and functionality to PIT and assess each requirement
- Use results to develop implementation requirements with PIT

Project Deliverables

- User friendly Expense Report (TEV/ER).
Flexibility and intuitive processing by
travelers and/or travel coordinators
- Approval Routing of Expense Reports that
meet the various needs of departments.
Flexible approval roles and routing
- Online processing of reimbursements and
integrated receipts management process

Benefits

- Improved turnaround time; payment of fully approved requests are processed overnight
- Auto-population and auto-calculation features (including meal per diem rates, mileage rates, total reimbursement, etc.)
- Categorized expense type section
- Built-in business rules, warnings and audit criteria
- One-screen view
- Complete trip expense including non-reimbursed items
- On-line approvals
- E-mail notifications

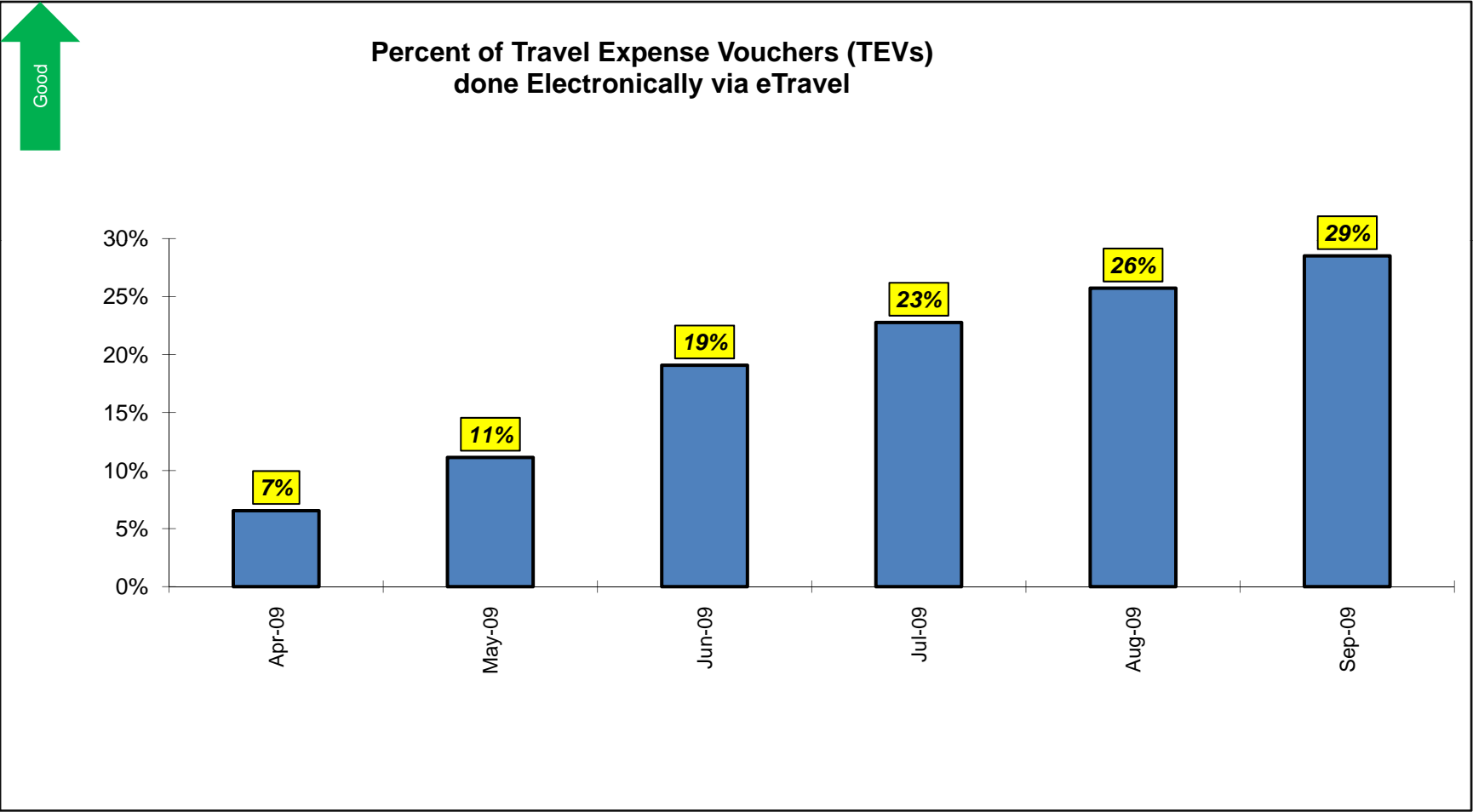
Benefits – Cont.

- UWNetID authenticated
- Astra based roles
- Status tracking
- Paper reduction
- Collaborative development (PAS Team, Ariba, Travel Office and campus)
- Process Improvement – travel reimbursement process
- Develop a strong training program

Rollout

- Phased campus implementation
- Rollout to departments on volunteer basis; complete rollout by December 2009; eliminate paper Travel Voucher in 2010
- Change Management – process improvements (i.e. eliminated encumbrances, online approval process, compliance, etc.)
- To date, 116 departments have received training for eTravel

% of transaction processed eTravel



Cost Savings

- April – September, 2009 – 3,592 Travel Voucher processed through eTravel

Estimated Cost	Estimated Cost with eTravel	Estimated Savings (Apr-Sep 2009)
\$53.46	\$21.00	\$116,596

- April – September, 2009 – 14,952 paper vouchers processed (total savings if all travel vouchers were processed using eTravel = \$601,938)

Lesson Learned

- Campus wide projects require strong leadership/project management
- You need a strong commitment from the “User” team
- Sometimes there are several solutions to an issue; decisions change as the project develops
- Developing a User project requires flexibility from team members, business owners and developers
- Collaborative efforts can length the project’s timeline

Challenges

- User approach – (advantage - gains campus support early)
- Changes in team leadership
- Changes in the Travel Office leadership
- Trying to meet all user needs with a single system
- Delayed rollout – Ariba9
- Time commitment (balancing a project along with daily duties)
- Length of project - implementation

Next Steps

- Suggested future phase enhancements
 1. Direct Deposit
 2. Receipt Scanning
 3. Travel Authorization
 4. Credit Card Integration

eTravel

Demo

UW NetID Weblogin - Windows Internet Explorer

https://weblogin.washington.edu/

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UW NetID Weblogin

UW NetID
weblogin

The resource you requested requires you to log in with your UW NetID and password.

UW NetID:

Password:

Log in

[Need a UW NetID?](#)

[Forget your password?](#)

Have a question?
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Login gives you 8-hour access without repeat login to UW NetID-protected Web resources.

WARNING: Protect your privacy! Prevent unauthorized use!
[Completely exit your Web browser when you are finished.](#)

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Ariba Spend Management - Windows Internet Explorer

Address: <https://arwwwveval3.cac.washington.edu/Buyer/Main/aw?awh=r&dard=1>

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A R I B A[®] SPEND MANAGEMENT

Home Procurement **T & E** Invoicing

Create Search Manage Recent Preferences

T & E Dashboard

Configure Tabs Refresh Content

Common Actions

Create

- Expense Report
- Travel Profile
- Requisition
- Customer Request
- More...

Manage

- Expense Receipts
- Core Administration
- Reports
- More...

Search

Travel Profile Keywords:

Expense Report

Catalog

- Requisition
- Purchase Order
- Purchase Card Order
- More...

Vendor Catalogs (11)

- Clark Security Products (1)**
- Daigger (1)**
- Dell Catalogs (5)**
- ISC Bioexpress (1)**
- Fisher (1)**
- GovConnection (1)**
- More Categories ...**

To Do

Date ↑	Status	Title
12/30/2008	Submitted	Expenses: 12/4/2008 to 12/4/2008 (HERIBERTO RODRIGUEZ)
1/9/2009	Submitted	Expenses: 1/9/2009 to 1/9/2009 (HERIBERTO RODRIGUEZ)

[View More ...](#) (100)

Recently Viewed

- ER12362 Expe...to 10/25/2009
- S532456 GovC...Test_102309_1
- ER12358 Expe...to 10/20/2009
- S532444

My Documents

Title	Date ↓	Status
Expenses: 10/25/2009 to 10/25/2009	10/25/2009	Composing
Expenses: 10/20/2009 to 10/20/2009	10/20/2009	Submitted

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Downloading picture <https://arwwwveval3.cac.washington.edu/Buyer/Main/ad/content/AWXDebugResourceActions/cssAbout.gif>

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ER12363: Untitled Expense Report

[Continue](#) [Exit](#)

Use 'Add Item' tab to enter expenses. Click 'Done' to view and correct any errors and policy violations; then click 'Continue'. [eTravel Help Pages](#)

Summary

Items: 0 Company: \$0.00 USD Personal: \$0.00 USD Reimburse: \$0.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
<i>No items</i>						

[Add Item](#) [Item Details](#)

To create a new expense item, select an expense type from the following categories.

- 1. Per Diem Advance**
[Advance Received](#)
- 2. Transportation**
[Airfare](#), [Bus](#), [Car Rental](#), [Ferry](#), [Gas](#), [Mileage](#), [Other Ground](#), [Rail](#), [Shuttle](#), [Taxi](#), [Tolls](#)
- 3. Lodging**
[Hotel Deposit](#), [Lodging Per Diem](#)
- 4. Meals**
[Living Allowance](#), [Meal Per Diem](#), [Meals Paid for Others](#)
- 5. Conference**
[Registration](#)
- 6. Miscellaneous**
[Baggage Fee](#), [Banquet Meals](#), [Immunizations](#), [Internet Fees](#), [Laundry](#), [Other Miscellaneous](#), [Parking](#), [Telephone](#)

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ER12363: Expenses: 10/26/2009 to 10/26/2009

[Continue](#) [Exit](#)

Use 'Add Item' tab to enter expenses. Click 'Done' to view and correct any errors and policy violations; then click 'Continue'. [eTravel Help Pages](#)

Summary

Items: 1 Company: \$0.00 USD Personal: \$0.00 USD Reimburse: \$0.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	1	10/26/09	Taxi	Traveler	014956	\$0.00 USD

[Copy](#)
[Delete](#)
[Mass Edit](#)
[Update Totals](#)

Add Item Item #1 Details

Taxi

Date:

Paid By:

Amount: USD [Currency exchanges rates](#)

Description: *

Account Code: 041600 (OTHER TRAVEL EXPENSES)
 014956 (BUSINESS APPLICATIONS) [Edit](#)

Accounting: Bien:2007 2100302000 (BUSINESS APPLICATIONS)
 Bien:2009

[Done](#)

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ER12363: Expenses: 10/26/2009 to 10/26/2009

[Continue](#) [Exit](#)

Use 'Add Item' tab to enter expenses. Click 'Done' to view and correct any errors and policy violations; then click 'Continue'. [eTravel Help Pages](#)

Summary

Items: 1 Company: \$0.00 USD Personal: \$0.00 USD Reimburse: \$0.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	1	10/26/09	Taxi	Traveler	014956	\$0.00 USD

[Copy](#) [Delete](#) [Mass Edit](#) | [Update Totals](#)

Add Item Item #1 Details

Taxi

Date:

Paid By:

Amount: [USD](#)

[Currency exchanges rates](#)

Description: *

Account Code: [041600 \(OTHER TRAVEL EXPENSES\)](#)
014956 (BUSINESS APPLICATIONS) [Edit](#)

Accounting: Bien:2007 2100302000 (BUSINESS APPLICATIONS)
Bien:2009

[Done](#)

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Continue Exit

Use 'Add Item' tab to enter expenses. Click 'Done' to view and correct any errors and policy violations; then click 'Continue'. [eTravel Help Pages](#)

Summary

Items: 1 Company: \$40.00 USD Personal: \$0.00 USD Reimburse: \$40.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	1	10/26/09	Taxi - Home - Airport	Traveler	014956	\$40.00 USD

Copy Delete Mass Edit | Update Totals

Add Item **Item Details**

To create a new expense item, select an expense type from the following categories.

- Per Diem Advance**
[Advance Received](#)
- Transportation**
[Airfare](#), [Bus](#), [Car Rental](#), [Ferry](#), [Gas](#), [Mileage](#), [Other Ground](#), [Rail](#), [Shuttle](#), [Taxi](#), [Tolls](#)
- Lodging**
[Hotel Deposit](#), [Lodging Per Diem](#)
- Meals**
[Living Allowance](#), [Meal Per Diem](#), [Meals Paid for Others](#)
- Conference**
[Registration](#)
- Miscellaneous**
[Baggage Fee](#), [Banquet Meals](#), [Immunizations](#), [Internet Fees](#), [Laundry](#), [Other Miscellaneous](#), [Parking](#), [Telephone](#)

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Summary

Items: 2 Company: \$40.00 USD Personal: \$0.00 USD Reimburse: \$40.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	1	10/26/09	Taxi - Home - Airport	Traveler	014956	\$40.00 USD
	2	10/26/09	Taxi	Traveler	014956	\$0.00 USD

[Copy](#) [Delete](#) [Mass Edit](#) | [Update Totals](#)

Add Item Item #2 Details

Taxi

Date:

Paid By:

Amount: USD [Currency exchanges rates](#)

Description: *

Account Code: 041600 (OTHER TRAVEL EXPENSES)
014956 (BUSINESS APPLICATIONS) [Edit](#)

Accounting: Bien:2007 2100302000 (BUSINESS APPLICATIONS)
Bien:2009

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Continue Exit

Use 'Add Item' tab to enter expenses. Click 'Done' to view and correct any errors and policy violations; then click 'Continue'. [eTravel Help Pages](#)

Summary

Items: 2 Company: \$75.00 USD Personal: \$0.00 USD Reimburse: \$75.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	1	10/26/09	Taxi - Home - Airport	Traveler	014956	\$40.00 USD
	2	10/26/09	Taxi - Airport - Hotel	Traveler	014956	\$35.00 USD

Copy Delete Mass Edit | Update Totals

Add Item **Item #2 Details**

To create a new expense item, select an expense type from the following categories.

- Per Diem Advance**
[Advance Received](#)
- Transportation**
[Airfare](#), [Bus](#), [Car Rental](#), [Ferry](#), [Gas](#), [Mileage](#), [Other Ground](#), [Rail](#), [Shuttle](#), [Taxi](#), [Tolls](#)
- Lodging**
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- Meals**
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- Conference**
[Registration](#)
- Miscellaneous**
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Choose Value for Location

Alert: Found more than 5,000 items. Only the first 5,000 items are displayed.

Field:

State/Country	City ↓	County/Other Defined Location	Effective Date	Expiration Date	Season Start	Season End	Meals and Incidentals Rate
VIRGINIA	CALLAGHAN	ALLEGHANY COUNTY	Thu, 1 Oct, 2009	Fri, 31 Dec, 2049	01/01	12/31	\$46.00 USD
CALIFORNIA	CALISTOGA	NAPA COUNTY	Thu, 1 Oct, 2009	Fri, 31 Dec, 2049	04/01	09/30	\$66.00 USD
CALIFORNIA	CALISTOGA	NAPA COUNTY	Thu, 1 Oct, 2009	Fri, 31 Dec, 2049	10/01	11/30	\$66.00 USD
CALIFORNIA	CALISTOGA	NAPA COUNTY	Thu, 1 Oct, 2009	Fri, 31 Dec, 2049	12/01	03/31	\$66.00 USD
KANSAS	CALISTA	KINGMAN COUNTY	Thu, 1 Oct, 2009	Fri, 31 Dec, 2049	01/01	12/31	\$46.00 USD
CALIFORNIA	CALIPATRIA	IMPERIAL COUNTY	Thu, 1 Oct, 2009	Fri, 31 Dec, 2049	01/01	12/31	\$51.00 USD
ARKANSAS	CALION	UNION COUNTY	Thu, 1 Oct, 2009	Fri, 31 Dec, 2049	01/01	12/31	\$46.00 USD
NORTH DAKOTA	CALIO	CAVALIER COUNTY	Thu, 1 Oct, 2009	Fri, 31 Dec, 2049	01/01	12/31	\$46.00 USD

Done

Account Code: 042000(OUT STATE - PER DIEM)
014956 (BUSINESS APPLICATIONS)



Choose Value for Location

Field: City Search

State/Country	City	County/Other Defined Location	Effective Date	Expiration Date	Season Start	Season End	Meals and Incidentals Rate	Login
NEVADA	NORTH LAS VEGAS	CLARK COUNTY	Thu, 1 Oct, 2009	Fri, 31 Dec, 2049	10/01	12/31	\$71.00 USD	\$10 USD
NEVADA	NORTH LAS VEGAS	CLARK COUNTY	Thu, 1 Oct, 2009	Fri, 31 Dec, 2049	06/01	09/30	\$71.00 USD	\$10 USD
NEVADA	NORTH LAS VEGAS	CLARK COUNTY	Thu, 1 Oct, 2009	Fri, 31 Dec, 2049	01/01	05/31	\$71.00 USD	\$11 USD
NEVADA	LAS VEGAS	CLARK COUNTY	Thu, 1 Oct, 2009	Fri, 31 Dec, 2049	10/01	12/31	\$71.00 USD	\$10 USD
NEVADA	LAS VEGAS	CLARK COUNTY	Thu, 1 Oct, 2009	Fri, 31 Dec, 2049	06/01	09/30	\$71.00 USD	\$10 USD
NEVADA	LAS VEGAS	CLARK COUNTY	Thu, 1 Oct, 2009	Fri, 31 Dec, 2049	01/01	05/31	\$71.00 USD	\$11 USD
NEVADA	LAS VEGAS	CLARK	Wed, 1 Oct, 2009	Fri, 31 Dec, 2049	10/01	12/31	\$64.00 USD	\$10 USD

Done

Account Code: 042000(OUT STATE - PER DIEM)
014956 (BUSINESS APPLICATIONS) Edit



ER12363: Expenses: 10/26/2009 to 10/26/2009

[Continue](#) [Exit](#)

Use 'Add Item' tab to enter expenses. Click 'Done' to view and correct any errors and policy violations; then click 'Continue'. [eTravel Help Pages](#)

Summary

Items: 3 Company: \$75.00 USD Personal: \$0.00 USD Reimburse: \$75.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	1	10/26/09	Taxi - Home - Airport	Traveler	014956	\$40.00 USD
	2	10/26/09	Taxi - Airport - Hotel	Traveler	014956	\$35.00 USD
	3	10/26/09	Lodging Per Diem	Traveler	014956	\$0.00 USD

[Copy](#) [Delete](#) [Mass Edit](#) | [Update Totals](#)

Add Item Item #3 Details

Lodging Per Diem

Date: 10/26/2009

Paid By: Traveler

Amount: \$0.00 USD

Description: * Lodging Per Diem

Travel Destination: In-State Out-of-State Foreign/HI/AK

Location: NEVADA [select]

County Info: [County Info](#)

Check-in Date:

Check-out Date:

Number of Nights:

Max Allowed: \$109.00 USD

Daily Rate: USD

Daily Taxes: USD

Override Amount: *i* USD

Room Desc.:

Account Code: 042000 (OUT STATE - PER DIEM)

014956 (BUSINESS APPLICATIONS) [Edit](#)



ER12363: Expenses: 10/22/2009 to 10/26/2009

[Continue](#) [Exit](#)

Use 'Add Item' tab to enter expenses. Click 'Done' to view and correct any errors and policy violations; then click 'Continue'. [eTravel Help Pages](#)

Summary

Items: 3 Company: \$75.00 USD Personal: \$0.00 USD Reimburse: \$75.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	1	10/26/09	Taxi - Home - Airport	Traveler	014956	\$40.00 USD
	2	10/26/09	Taxi - Airport - Hotel	Traveler	014956	\$35.00 USD
	3	10/22/09	Lodging Per Diem	Traveler	014956	\$0.00 USD

[Copy](#) [Delete](#) [Mass Edit](#) | [Update Totals](#)

Add Item Item #3 Details

Lodging Per Diem

Date: 10/22/2009

Paid By: Traveler

Amount: \$0.00 USD

[Currency exchanges rates](#)

Description: * Lodging Per Diem

Travel Destination: In-State Out-of-State Foreign/HI/AK

Location: NEVADA [select]

County Info: [County Info](#)

Check-in Date: Mon, 19 Oct, 2009

Check-out Date: Thu, 22 Oct, 2009

Number of Nights: 3

Max Allowed: \$109.00 USD

Daily Rate: 200 USD

Daily Taxes: 20 USD

Override Amount: USD

Room Desc.:

Account Code: 042000 (OUT STATE - PER DIEM)

014956 (BUSINESS APPLICATIONS) [Edit](#)



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Use 'Add Item' tab to enter expenses. Click 'Done' to view and correct any errors and policy violations; then click 'Continue'. [eTravel Help Pages](#)

Summary

Items: 3 Company: \$735.00 USD Personal: \$0.00 USD Reimburse: \$735.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	1	10/26/09	Taxi - Home - Airport	Traveler	014956	\$40.00 USD
	2	10/26/09	Taxi - Airport - Hotel	Traveler	014956	\$35.00 USD
	3	10/22/09	Lodging Per Diem	Traveler	014956	\$660.00 USD

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Add Item [Item #3 Details](#)

To create a new expense item, select an expense type from the following categories.

- 1. Per Diem Advance**
[Advance Received](#)
- 2. Transportation**
[Airfare](#), [Bus](#), [Car Rental](#), [Ferry](#), [Gas](#), [Mileage](#), [Other Ground](#), [Rail](#), [Shuttle](#), [Taxi](#), [Tolls](#)
- 3. Lodging**
[Hotel Deposit](#), [Lodging Per Diem](#)
- 4. Meals**
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- 5. Conference**
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Items: 4 Company: \$1,001.00 USD Personal: \$0.00 USD Reimburse: \$1,001.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	3	10/22/09	Lodging Per Diem	Traveler	014956	\$660.00 USD
	4	10/22/09	Meal Per Diem	Traveler	014956	\$266.00 USD
	1	10/26/09	Taxi - Home - Airport	Traveler	014956	<input type="text" value="\$40.00"/> USD
	2	10/26/09	Taxi - Airport - Hotel	Traveler	014956	<input type="text" value="\$35.00"/> USD

Copy Delete Mass Edit | Update Totals

Meal Per Diem

Paid By:

Amount: \$266.00 USD
[Currency exchanges rates](#)

Description: *

Travel Destination: Out-of-State

Location: [NEVADA \(Thu, 1 Oct, 2009\)](#)

County Info: [County Info](#)

Start Date: Mon, 19 Oct, 2009

Start Time: 10:00 AM

End Date: Thu, 22 Oct, 2009

End Time: 6:00 PM

Were any meals provided by a conference or any other source?
 Yes No

If any meals included, specify meals and dates

Daily rates: Breakfast \$18.00 USD, Lunch \$21.00 USD, Dinner \$32.00 USD

Meals:

Total Allowed: \$266.00 USD

Total Claimed: \$266.00 USD

Override Amount: USD

Account Code: [042000 \(OUT STATE - PER DIEM\)](#)
014956 (BUSINESS APPLICATIONS) Bien:2007
2100302000 (BUSINESS APPLICATIONS) Bien:2009

Items: 4 Company: \$1,001.00 USD Personal: \$0.00 USD Reimburse: \$1,001.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	3	10/22/09	Lodging Per Diem	Traveler	014956	\$660.00 USD
	4	10/22/09	Meal Per	Traveler	014956	\$266.00 USD

Meal Per Diem

Paid By: **Traveler**

Amount: \$266.00 USD

Description: * Meal Per Diem

Meals

No. ↑	Date	Meal	Claimed Meals	Allowable Amount	Claimed Amount	Comment
1	10/19/2009	Lunch	1	\$21.00 USD	\$21.00 USD	
2	10/19/2009	Dinner	1	\$32.00 USD	\$32.00 USD	
3	10/20/2009	Breakfast	1	\$18.00 USD	\$18.00 USD	
4	10/20/2009	Lunch	1	\$21.00 USD	\$21.00 USD	
5	10/20/2009	Dinner	1	\$32.00 USD	\$32.00 USD	
6	10/21/2009	Breakfast	1	\$18.00 USD	\$18.00 USD	
7	10/21/2009	Lunch	1	\$21.00 USD	\$21.00 USD	
8	10/21/2009	Dinner	1	\$32.00 USD	\$32.00 USD	
9	10/22/2009	Breakfast	1	\$18.00 USD	\$18.00 USD	
10	10/22/2009	Lunch	1	\$21.00 USD	\$21.00 USD	
11	10/22/2009	Dinner	1	\$32.00 USD	\$32.00 USD	

1 Oct, 2009)

2009

2009

s provided by a conference or te?

o

cluded, specify meals and

em

akfast \$18.00 USD, Lunch inner \$32.00 USD

Meals Details

unt

STATE - PER DIEM)

BUSINESS

Accounting: APPLICATIONS) Bien:2007 2100302000 (BUSINESS APPLICATIONS) Bien:2009



ER12363: Expenses: 10/22/2009 to 10/26/2009

[Continue](#) [Exit](#)

Use 'Add Item' tab to enter expenses. Click 'Done' to view and correct any errors and policy violations; then click 'Continue'. [eTravel Help Pages](#)

Summary

Items: 4 Company: \$1,001.00 USD Personal: \$0.00 USD Reimburse: \$1,001.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	3	10/22/09	Lodging Per Diem	Traveler	014956	\$660.00 USD
	4	10/22/09	Meal Per Diem	Traveler	014956	\$266.00 USD
	1	10/26/09	Taxi - Home - Airport	Traveler	014956	<input type="text" value="\$40.00"/> USD
	2	10/26/09	Taxi - Airport - Hotel	Traveler	014956	<input type="text" value="\$35.00"/> USD

[Copy](#) [Delete](#) [Mass Edit](#) | [Update Totals](#)

Add Item Item #4 Details

To create a new expense item, select an expense type from the following categories.

- 1. Per Diem Advance**
[Advance Received](#)
- 2. Transportation**
[Airfare](#), [Bus](#), [Car Rental](#), [Ferry](#), [Gas](#), [Mileage](#), [Other Ground](#), [Rail](#), [Shuttle](#), [Taxi](#), [Tolls](#)
- 3. Lodging**
[Hotel Deposit](#), [Lodging Per Diem](#)
- 4. Meals**
[Living Allowance](#), [Meal Per Diem](#), [Meals Paid for Others](#)
- 5. Conference**
[Registration](#)
- 6. Miscellaneous**
[Baggage Fee](#), [Banquet Meals](#), [Immunizations](#), [Internet Fees](#), [Laundry](#), [Other Miscellaneous](#), [Parking](#), [Telephone](#)

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ER12363: Expenses: 10/22/2009 to 10/26/2009

[Continue](#) [Exit](#)

Use 'Add Item' tab to enter expenses. Click 'Done' to view and correct any errors and policy violations; then click 'Continue'. [eTravel Help Pages](#)

Summary

Items: 5 Company: \$1,001.00 USD Personal: \$0.00 USD Reimburse: \$1,001.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	3	10/22/09	Lodging Per Diem	Traveler	014956	\$660.00 USD
	4	10/22/09	Meal Per Diem	Traveler	014956	\$266.00 USD
	5	10/22/09	Shuttle	Traveler	014956	<input type="text" value="\$0.00"/> USD
	1	10/26/09	Taxi - Home - Airport	Traveler	014956	<input type="text" value="\$40.00"/> USD
	2	10/26/09	Taxi - Airport - Hotel	Traveler	014956	<input type="text" value="\$35.00"/> USD

[Copy](#)
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[Update Totals](#)

Add Item Item #5 Details

Shuttle

Date:

Paid By:

Amount: USD

[Currency exchanges rates](#)

Description: *

Account Code: 041600 (OTHER TRAVEL EXPENSES)
 014956 (BUSINESS APPLICATIONS) [Edit](#)

Accounting: Bien:2007 2100302000 (BUSINESS APPLICATIONS)
 Bien:2009

[Done](#)

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ER12363: Expenses: 10/22/2009 to 10/26/2009

[Continue](#) [Exit](#)

Use 'Add Item' tab to enter expenses. Click 'Done' to view and correct any errors and policy violations; then click 'Continue'. [eTravel Help Pages](#)

Summary

Items: 5 Company: \$1,026.00 USD Personal: \$0.00 USD Reimburse: \$1,026.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	3	10/22/09	Lodging Per Diem	Traveler	014956	\$660.00 USD
	4	10/22/09	Meal Per Diem	Traveler	014956	\$266.00 USD
	5	10/22/09	Shuttle	Traveler	014956	<input type="text" value="\$25.00"/> USD
	1	10/26/09	Taxi - Home - Airport	Traveler	014956	<input type="text" value="\$40.00"/> USD
	2	10/26/09	Taxi - Airport - Hotel	Traveler	014956	<input type="text" value="\$35.00"/> USD

Add Item [Item #5 Details](#)

To create a new expense item, select an expense type from the following categories.

- 1. Per Diem Advance**
[Advance Received](#)
- 2. Transportation**
[Airfare](#), [Bus](#), [Car Rental](#), [Ferry](#), [Gas](#), [Mileage](#), [Other Ground](#), [Rail](#), [Shuttle](#), [Taxi](#), [Tolls](#)
- 3. Lodging**
[Hotel Deposit](#), [Lodging Per Diem](#)
- 4. Meals**
[Living Allowance](#), [Meal Per Diem](#), [Meals Paid for Others](#)
- 5. Conference**
[Registration](#)
- 6. Miscellaneous**
[Baggage Fee](#), [Banquet Meals](#), [Immunizations](#), [Internet Fees](#), [Laundry](#), [Other Miscellaneous](#), [Parking](#), [Telephone](#)

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ER12363: Expenses: 10/22/2009 to 10/26/2009

[Continue](#) [Exit](#)

Use 'Add Item' tab to enter expenses. Click 'Done' to view and correct any errors and policy violations; then click 'Continue'. [eTravel Help Pages](#)

Summary

Items: 6 Company: \$1,026.00 USD Personal: \$0.00 USD Reimburse: \$1,026.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	3	10/22/09	Lodging Per Diem	Traveler	014956	\$660.00 USD
	5	10/22/09	Shuttle	Traveler	014956	<input type="text" value="\$25.00"/> USD
	6	10/22/09	Taxi	Traveler	014956	<input type="text" value="\$0.00"/> USD
	4	10/22/09	Meal Per Diem	Traveler	014956	\$266.00 USD
	1	10/26/09	Taxi - Home - Airport	Traveler	014956	<input type="text" value="\$40.00"/> USD
	2	10/26/09	Taxi - Airport - Hotel	Traveler	014956	<input type="text" value="\$35.00"/> USD

Add Item Item #6 Details

Taxi

Date:

Paid By:

Amount: USD

[Currency exchanges rates](#)

Description: *

Account Code:
014956 (BUSINESS APPLICATIONS) [Edit](#)

Accounting:

[Done](#)

[Create Expense Template](#) [Upload Expenses](#)

[Copy](#) [Delete](#) [Mass Edit](#) | [Update Totals](#)



ER12363: Expenses: 10/22/2009 to 10/26/2009

[Continue](#) [Exit](#)

Use 'Add Item' tab to enter expenses. Click 'Done' to view and correct any errors and policy violations; then click 'Continue'. [eTravel Help Pages](#)

Summary

Items: 6 Company: \$1,071.00 USD Personal: \$

Type	No.	Date	Description	Paid by		
	3	10/22/09	Lodging Per Diem	Traveler		
	5	10/22/09	Shuttle	Traveler		
	6	10/22/09	Taxi - Airport - Home	Traveler		
	4	10/22/09	Meal Per Diem	Traveler	014956	\$266.00 USD
	1	10/26/09	Taxi - Home - Airport	Traveler	014956	\$40.00 USD
	2	10/26/09	Taxi - Airport - Hotel	Traveler	014956	\$35.00 USD

Justify Violation

Policy Violation: Lodging Per Diem Policy, daily rate exceeds maximum allowed

Justification:

- (no value)
- ADA or Safety/Health
- Conference Hotel**
- Lower Cost Overall
- Non-UW Traveler
- Special Event or Disaster
- Suite Required

Add Item **Item #3 Details**

Lodging Per Diem

Date:

Paid By:

Amount: \$660.00 USD [Currency exchanges rates](#)

Description: *

Travel Destination: In-State Out-of-State Foreign/HI/AK

Location: NEVADA [[select](#)]

County Info: [County Info](#)

Check-in Date:

Check-out Date:

Number of Nights: 3

Max Allowed: \$109.00 USD

Daily Rate: [USD](#)

Daily Taxes: [USD](#)

Override Amount: [USD](#)

Room Desc.:

Account Code: 042000 (OUT STATE - PER DIEM)

014956 (BUSINESS APPLICATIONS) [Edit](#)



ER12363: Expenses: 10/22/2009 to 10/26/2009

[Continue](#) [Exit](#)

Use 'Add Item' tab to enter expenses. Click 'Done' to view and correct any errors and policy violations; then click 'Continue'. [eTravel Help Pages](#)

Summary

Items: 6 Company: \$1,071.00 USD Personal: \$0.00 USD Reimburse: \$1,071.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	3	10/22/09	Lodging Per Diem	Traveler	014956	\$660.00 USD <input checked="" type="checkbox"/>
	5	10/22/09	Shuttle	Traveler	014956	<input type="text" value="\$25.00"/> USD
	6	10/22/09	Taxi - Airport - Home	Traveler	014956	<input type="text" value="\$45.00"/> USD
	4	10/22/09	Meal Per Diem	Traveler	014956	\$266.00 USD
	1	10/26/09	Taxi - Home - Airport	Traveler	014956	<input type="text" value="\$40.00"/> USD
	2	10/26/09	Taxi - Airport - Hotel	Traveler	014956	<input type="text" value="\$35.00"/> USD

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Add Item Item Details

To create a new expense item, select an expense type from the following categories.

- 1. Per Diem Advance**
[Advance Received](#)
- 2. Transportation**
[Airfare](#), [Bus](#), [Car Rental](#), [Ferry](#), [Gas](#), [Mileage](#), [Other Ground](#), [Rail](#), [Shuttle](#), [Taxi](#), [Tolls](#)
- 3. Lodging**
[Hotel Deposit](#), [Lodging Per Diem](#)
- 4. Meals**
[Living Allowance](#), [Meal Per Diem](#), [Meals Paid for Others](#)
- 5. Conference**
[Registration](#)
- 6. Miscellaneous**
[Baggage Fee](#), [Banquet Meals](#), [Immunizations](#), [Internet Fees](#), [Laundry](#), [Other Miscellaneous](#), [Parking](#), [Telephone](#)

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Home Procurement T & E Invoicing

Welcome HERIBERTO RODRIGUEZ

Create Search Manage Recent Preferences

ER12363: Expenses: 10/22/2009 to 10/26/2009

Go To Items Submit Exit

Review the summary information and approval flow for this expense report, and make any necessary changes. Fix any policy violations before submitting ...

Summary Approval Flow Policy Violations (1)

Trip Name: Expenses: 10/22/2009 to 10/26/2009

Type of Traveler: UW Employee

Traveler/Claimant: HERIBERTO RODRIGUEZ

Personal Time Taken: Yes No

Personal Time Info: [Personal Time](#)

Include dates/times of business travel

Purpose of Trip: test

Company Expenses: \$1,071.00 USD

Personal Expenses: \$0.00 USD

Reimbursement Amount: \$1,071.00 USD

*** Traveler Address Information ***

Home Address (city/state): Sammamish, WA

Duty Station (city/state): Seattle, WA

*** Check Delivery Information ***

Address Type: Domestic Foreign UWBox Wire

In care of:

Street Address/Box No.: 12345

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

COMMENTS - ENTIRE EXPENSE REPORT

Comments:

Done Local intranet 100%

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Welcome HERIBERTO RODRIGUEZ

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ER12363: Expenses: 10/22/2009 to 10/26/2009

Prev Submit Exit

This request has generated warnings; review the warnings.

Alert: Original receipts are required for all expenses over \$50 and for lodging, car rental, laundry, and meals paid for others regardless of cost

Done Local intranet 100%

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Welcome HERIBERTO RODRIGUEZ

Create Search Manage Recent Preferences

Expense Report Submitted

The expense report has been submitted for approval. You can print or view the status of this request, or create a new one of the same or different type.

ER12363 - Expenses: 10/22/2009 to 10/26/2009 has been submitted.

- [Print](#) a copy of this report
- [Configure](#) the printing format of this request
- [View](#) the status of your request
- [Add](#) labels to tag this document
- Create the same type of request
- Return to the Ariba [Home](#) Page

Done Local intranet 100%



ER12363 - Expenses: 10/22/2009 to 10/26/2009

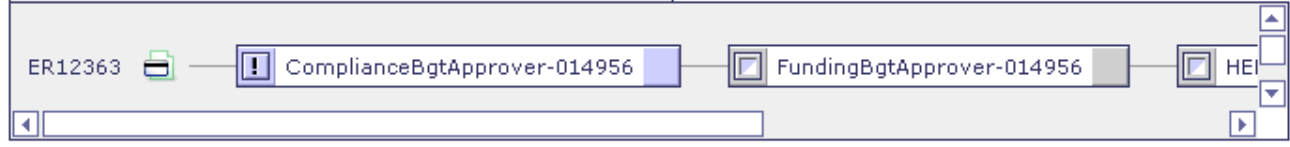
Status: Submitted

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 ...

Back Copy Withdraw Edit Print Print Configuration

Summary Approval Flow History Policy Violations

Legend: Active Pending Watcher



Add Approver Delete Approver



Review Details for ComplianceBgtApprover-014956

These are the details for the approver you selected.

ID: eTravel-ComplianceBgtApprover-014956
Name: ComplianceBgtApprover-014956
Description:

Users who can approve:

[KATHY A. MACK](#)

Done

Active - Compliance Approver

ACTION REQUIRED: ER12363 - Expenses: 10/22/2009 to 10/26/2009 (Approval Request) - Message (HTML)

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

From: Ariba Administrator [ariba_apps@u.washington.edu] Sent: Mon 10/26/2009 8:46 AM
 To: KATHY A. MACK
 Subject: ACTION REQUIRED: ER12363 - Expenses: 10/22/2009 to 10/26/2009 (Approval Request)

DO NOT REPLY TO THIS EMAIL, IF YOU NEED ASSISTANCE CONTACT YOUR TRAVEL COORDINATOR DIRECTLY OR EMAIL TRAVELUW@UW.EDU

ER12363 - Expenses: 10/22/2009 to 10/26/2009 requires your approval because "Compliance Approver"
 Requester: HERIBERTO RODRIGUEZ Created: 8:33 AM Monday, October 26, 2009

Actions:

Cash Advance: 0.00 USD
 From: Thursday, October 22, 2009
 To: Monday, October 26, 2009

Line Items

#	Date	Type	Description	Budget	Amount	Adjusted Amount
1	Monday, October 26, 2009	Taxi	Taxi - Home -Airport	014956	40.00 USD	40.00 USD
2	Monday, October 26, 2009	Taxi	Taxi - Airport - Hotel	014956	35.00 USD	35.00 USD
3	Thursday, October 22, 2009	UWLodgingPerDiem	Lodging Per Diem	014956	660.00 USD	660.00 USD
4	Thursday, October 22, 2009	UWMealPerDiem	Meal Per Diem	014956	266.00 USD	266.00 USD
5	Thursday, October 22, 2009	UWShuttle	Shuttle	014956	25.00 USD	25.00 USD
6	Thursday, October 22, 2009	Taxi	Taxi - Airport - Home	014956	45.00 USD	45.00 USD
					Total Expenses: 1,071.00 USD	
					Amount Due: 1,071.00 USD	

Comments

Approval flow
 As of 8:45 AM Monday, October 26, 2009 :

Status	Required	Reason	Approver	Date	Time
Ready	Yes	Compliance Approver	ComplianceReqApprover_014956		

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Address: <https://arwwwval3.cac.washington.edu/Buyer/Main/aw?awh=r&dard=1>

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Welcome KATHY A. MACK

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Home Procurement **T & E**

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Configure Tabs Refresh Content

Common Actions

Create

- Expense Report
- Travel Profile
- Requisition

Manage

- Reconcile Invoice
- Unassigned Charges
- Reports

Recently Viewed

- ER10738 Brad... to 12/6/2009
- ER10747 Sapp...8 to 11/02/08

Search

Expense Report

Title:

ID:

Search

Saved Searches/Labels

- Catalog
- Requisition
- Purchase Order
- User Profile
- More...

To Do

Date ↑	Status	Title
10/26/2009	Submitted	Expenses: 10/22/2009 to 10/26/2009 (HERIBERTO RODRIGUEZ) View List ... (1)

My Documents

Title	Date ↓	Status
Sapporo Japan trip for NPAFC event, Expenses: 10/21/2008 to 11/02/08	2/13/2009	Composing
Brad Pitts Sea/JFK Expenses for Community Conference & Meeting: 12/3/2008 to 12/6/2009	2/13/2009	Submitted

[View List ... \(2\)](#)

Done Local intranet 100%

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Home Procurement **T & E** Welcome KATHY A. MACK

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ER12363 - Expenses: 10/22/2009 to 10/26/2009 Status: Submitted

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 ...

[Back](#)
[Edit](#)
[Approve](#)
[Deny](#)
[Print](#)
[Print Configuration](#)

[Summary](#)
[Approval Flow](#)
[History](#)
[Policy Violations](#)

Trip Name: Expenses: 10/22/2009 to 10/26/2009

Type of Traveler:	UW Employee	Number of Receipts Required:	1
Traveler/Claimant:	HERIBERTO RODRIGUEZ	*** Traveler Address Information ***	
Personal Time Taken:	No	Home Address (city/state):	Sammamish, WA
Personal Time Info:	Personal Time	Duty Station (city/state):	Seattle, WA
	Include dates/times of business travel	*** Check Delivery Information ***	
Purpose of Trip:	test	Address Type:	UWBox
		In care of:	
		Delivery Address/Box No.:	12345

Receipts: Receipts have not been received.

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

Expenses									
Type ↑	No.	Date	Description	Paid by	Budget:Task:Option:Project	Require Receipt	Amount	Adj. Amount	
	1	10/26/09	Taxi - Home -Airport	Traveler	014956:::	No	\$40.00 USD	\$40.00 USD	Detail
	2	10/26/09	Taxi - Airport - Hotel	Traveler	014956:::	No	\$35.00 USD	\$35.00 USD	Detail

Done Local intranet 100%



Warning

This request has generated warnings; review the warnings.

Alert: By clicking 'OK', I confirm state, university, and departmental travel policies have been adhered to and original receipts have been reviewed and subsequently submitted to the Travel Office. Traveler has not received nor will receive other reimbursement for these expenses.

OK Cancel

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Address: <https://arwwwweval3.cac.washington.edu/Buyer/Main/aw?awh=r&dard=1>

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Home Procurement **T & E**

Welcome SARA H. GOMEZ

Create Search Manage Recent Preferences

ER12363 - Expenses: 10/22/2009 to 10/26/2009 Status: Submitted

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 ...

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[Approval Flow](#)
[History](#)
[Policy Violations](#)

Trip Name: Expenses: 10/22/2009 to 10/26/2009

Type of Traveler:	UW Employee	Number of Receipts Required:	1
Traveler/Claimant:	HERIBERTO RODRIGUEZ	*** Traveler Address Information ***	
Personal Time Taken:	No	Home Address (city/state):	Sammamish, WA
Personal Time Info:	Personal Time	Duty Station (city/state):	Seattle, WA
	Include dates/times of business travel	*** Check Delivery Information ***	
Purpose of Trip:	test	Address Type:	UWBox
		In care of:	
		Delivery Address/Box No.:	12345

Receipts: Receipts have not been received.

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

Expenses									
Type	No.	Date	Description	Paid by	Budget:Task:Option:Project	Require Receipt	Amount	Adj. Amount	
	1	10/26/09	Taxi - Home -Airport	Traveler	014956:::	No	\$40.00 USD	\$40.00 USD	Detail
	2	10/26/09	Taxi - Airport - Hotel	Traveler	014956:::	No	\$35.00 USD	\$35.00 USD	Detail

Done Local intranet 100%



Warning

This request has generated warnings; review the warnings.

Alert: By clicking ok, I confirm the designated budget number/funding source is appropriate for claimed expense

OK Cancel



ER12363 - Expenses: 10/22/2009 to 10/26/2009

Status: Submitted

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 ...

[Back](#) [Approve](#) [Deny](#) [Print](#) [Print Configuration](#)

Summary **Approval Flow** History Policy Violations

Legend: Approved Active Watcher



[Add Approver](#) [Delete Approver](#)

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Home Procurement **T & E** Invoicing

Welcome HERIBERTO RODRIGUEZ

Create Search Manage Recent Preferences

Warning

This request has generated warnings; review the warnings.

Alert: By clicking ok, I certify, under penalty of perjury, that the claimed travel expenses were incurred for official university business and were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. I have not received nor will I receive other reimbursement for these expenses

OK Cancel

Done Local intranet 100%

Ariba Spend Management - Windows Internet Explorer

Address: <https://arwwwweval3.cac.washington.edu/Buyer/Main/aw?awh=r&dard=1>

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Home Procurement **T & E** Invoicing

Welcome HERIBERTO RODRIGUEZ

Create Search Manage Recent Preferences

ER12363 - Expenses: 10/22/2009 to 10/26/2009 Status: Approved

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 ...

Back Copy Print Print Configuration

Summary Approval Flow History Policy Violations

Trip Name: Expenses: 10/22/2009 to 10/26/2009

Type of Traveler:	UW Employee	Number of Receipts Required:	1
Traveler/Claimant:	HERIBERTO RODRIGUEZ	*** Traveler Address Information ***	
Personal Time Taken:	No	Home Address (city/state):	Sammamish, WA
Personal Time Info:	Personal Time	Duty Station (city/state):	Seattle, WA
	Include dates/times of business travel	*** Check Delivery Information ***	
Purpose of Trip:	test	Address Type:	UWBox
		In care of:	
		Delivery Address/Box No.:	12345

Receipts: Receipts have not been received.

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

Expenses									
Type ↑	No.	Date	Description	Paid by	Budget:Task:Option:Project	Require Receipt	Amount	Adj. Amount	
	1	10/26/09	Taxi - Home -Airport	Traveler	014956:::	No	\$40.00 USD	\$40.00 USD	Detail
	2	10/26/09	Taxi - Airport - Hotel	Traveler	014956:::	No	\$35.00 USD	\$35.00 USD	Detail

Done Local intranet 100%

Expense Report

ER12363

Traveler/Claimant Name HERIBERTO RODRIGUEZ	Prepared By HERIBERTO RODRIGUEZ	Company Expenses \$1,071.00 USD	Reimbursement Amount \$1,071.00 USD	Approved Mon, 26 Oct, 2009
Mailing Address of Where to Send Check Box No. 12345	Report Title Expenses: 10/22/2009 to 10/26/2009			
	Purpose of Trip test			

Account Summary by Budget

Budget	Account	Task	Option	Project	Amount
014956 - BUSINESS APPLICATIONS	041600				\$145.00 USD
014956 - BUSINESS APPLICATIONS	042000				\$926.00 USD

Traveler/Claimant Paid - Account Summary by Budget

Budget	Account	Task	Option	Project	Amount
014956 - BUSINESS APPLICATIONS	041600				\$145.00 USD
014956 - BUSINESS APPLICATIONS	042000				\$926.00 USD

UW Paid - Account Summary by Budget

(None)

Traveler/Claimant Expenses

Expenses	Date	Thu 10/22/2009	Thu 10/22/2009	Mon 10/26/2009					Total
Lodging Per Diem		\$660.00 USD							\$660.00 USD
Meal Per Diem			\$266.00 USD						\$266.00 USD
Shuttle		\$25.00 USD							\$25.00 USD
Taxi		\$45.00 USD		\$75.00 USD					\$120.00 USD
Daily Totals		\$730.00 USD	\$266.00 USD	\$75.00 USD					\$1,071.00 USD

Lodging Per Diem

Thu, 22 Oct, 2009	
	Require Receipt Yes
	Paid by Traveler
	Amount \$660.00 USD
	Description Lodging Per Diem
	Travel Destination Out-of-State
	Location

eTravel

Questions and Answers