**Expense Report Map Symbols**

1. Do not X out to close the browser, click by log out when you are finished using eTravel.
2. Once you are logged in, it will say “welcome with your name”.
3. ARIBA main tabs: Home, Procurement**, Travel (previously T&E),** Invoicing and Reimbursement.

If yes to T&E, see instructions.

Make sure to click on Travel tab to reimburse travel expenses.

1. There are 5 options:

Create an expense report (ER) or travel profile (TP).

Search an expense report or travel profile.

Manage will allow you to run ER reports.

Recent will list of ER’s recently viewed.

Preferences –

\*Delegate authority is only for an approver to delegate authority to another user.

\*Change your profile is to update your user’s profile in ARIBA.

\* Change email notification preferences changes notification method and notification frequency of email from ARIBA system.

1. Each Expense Report (ER) has a unique number. Trip name in the summary becomes the title. The title of an ER is up to each department. We recommend who, what, when and where.
2. Status of ER:

Composing – can make changes, delete comments/attachments. ER is not submitted for approval yet.

Denied – request for additional information or corrections, must be resubmitted.

Submitted – request for approval.

Processed – ER is fully approved and processed. Check payment information listed in FIN and My Financial Desktop.

1. Please use ONLY this back button to navigate eTravel. Do not use browser back button.
2. Options available depending on the status of an ER and your role on expense report.
* Delete - only preparer and traveler can delete an ER. Once an ER is deleted, it is gone forever.
* Copy – some roles may make a copy of an ER.
	+ Compliance approver copy icon is available in the search box.
* Withdraw – remove an ER from submitting status into composing status, restarts the approval flow. Only use when need to reset approval flow, otherwise use edit. Do not use if only adding comments/attachments.
* Edit – make changes or corrections, restarts approval flow. Use edit instead of withdraw. Do not use if only adding comments/attachments.
* Submit – review and approval for those on approval flow (only available while in composing status).
* Print – print an ER for a non-UW traveler to sign.
	+ Click print icon to obtain traveler signature box. (Print, sign and attach to ER).
	+ Print Configuration – change print configuration to fit the cover page into one page if printing.
1. Tabs:
* Summary - first thing you will fill out when you create an ER by clicking on the triangle to the left on the summary, contains trip information. Trip name becomes title of ER.
* Approval Flow – where the ER is in process or who needs to approve.
* History – see who did what, when and what action.
	+ Edit shows in the history tab.
	+ Withdraw does not show in the history tab.
* Policy Violations – This is a list of policy violations with justification previously added at item level.

For example, lodging exception is conference hotel.

1. Traveler Address Information - List ONLY a traveler’s city/state in the home address and duty station.
2. Direct Deposit defaults to “yes”, is available to UW employees already signed up for payroll direct deposit.

Select “no” to direct deposit to enter a different form of payment.

1. Check Delivery Information. Remember the system is opened to anyone with an UW NetID and password.

Address Types:

* Domestic – US mailing address.
* Foreign – Mailing address outside of the US. If address doesn’t fit, use UW Box in care of the preparer.
* UW Box – Campus mail box.
1. Wire – Wire payment to foreign bank accounts, not the same as direct deposit.
2. Expense Line Items.
3. Comment Icon – add comments to each line item, must click to read.
4. Attachment Icon – add attachments to each line item, must click to see.
5. Detail to the line item – see information of each expense type.
6. Total reimbursement amount. Actual amount traveler being paid.
	1. Per diem advance reconciliation may result in negative number if traveler owes the University of Washington.
7. Add Comment that is highly visible on an ER; do not have to click to read.
8. Add Attachment that is highly visible on an ER; do not have to click to see. (Please attach right side up.)