

Robert J. Lee

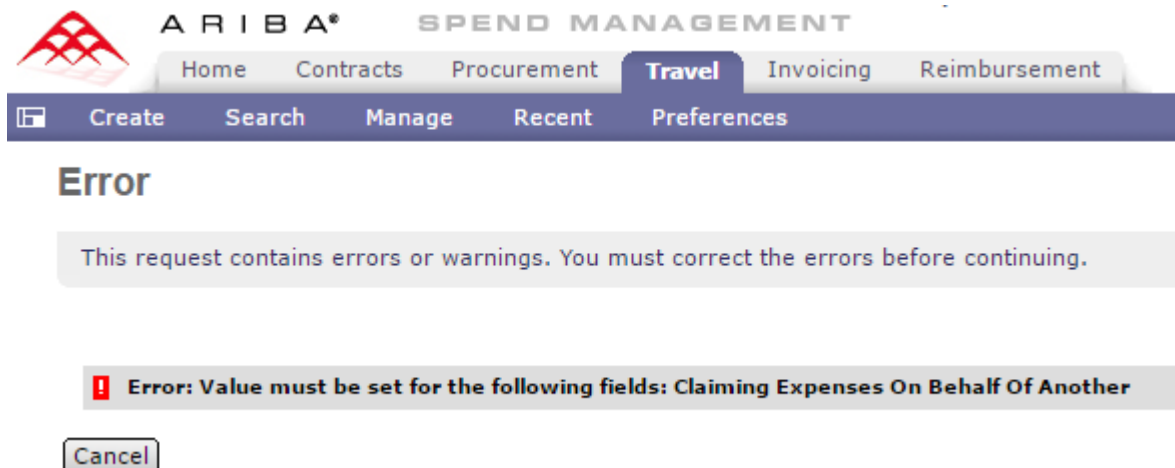
From: Robert J. Lee <rjlee10@uw.edu>
Sent: Friday, January 13, 2017 4:45 AM
To: infolist@u.washington.edu
Cc: Teresa M. Athan; Kele McGarey; Robert J. Lee; traveluw@uw.edu
Subject: ARIBA eTravel Changes January 19th, 2017
Attachments: eTravel Changes 01-19-2017.pdf

Hi,

There will be enhancements made to the eTravel module in ARIBA and will be available on January 20th, 2017. The executed changes are documented with screenshots in the attachment to this email.

What actions do I need to take?

- Please have all Expense Reports fully approved before the launch day of January 20th.
- If your expense report is in *Composing* status on or after the launch day, please be sure to select the *Edit* button and answer any new questions that have been included with the enhancements. Then, you can *Submit* the Expense Report for approval.
- If your Expense Report is in *Submitted* status on or after the launch day, approvers **will not** be able to approve the Expense Report.
 - Approvers trying to approve an expense report that crosses the threshold between the new and old version of ARIBA may get an error that looks like the image below.
 - Approvers can select the *Deny* button to return the Expense Report to the preparer. Or the Preparer can select the *Edit* button to place the Expense Report back into *Composing* status, answer the new questions and submit for approval.



What is changing?

- Mileage Line Item - Removed three required fields

1. Type, Point-to-Point or Vicinity
 2. Origin
 3. Destination
- New Claimant Field - Added one required field
 1. Claiming Expenses On Behalf Of Another? Yes or No
If Yes, list the name, purpose of trip, and duty station of other traveler(s)
 - Foreign National UW Students - Removed two required fields
 1. US Citizen/Green Card? Yes or No
 2. Visa Type/Status
 - Non-Resident Alien Link Renamed
Currently says "NRA Info", and will be changed to "Foreign National Documentation"
 - Foreign National Attestation Change
Whenever "No" is selected for the question asking "US Citizen/Green Card?", additional language will be populated in the attestation regarding consent for campus to access the electronic I-94. See attachment for further details.
 - Required Wire Fee Information – Added two required fields
Added fields are related to the wire fee, please see attachment for further details.
 - Gas Line Item Change - Added one required field
 1. Used for personal vehicle? Yes or No
 - Airfare Change Fee Interface
Integrated the allowable change fee justifications into the line item, please see attachment for further details.
 - Per Diem Advance
Changed the due date calculations in the line items and approval attestation for the traveler. The due date was changed earlier in 2016 to 60 days, per state law.
 - Lowest Cost Overall renamed to Comparative Advantage
 - Car Rental
SUV and Van/Truck have been added to the Car Type dropdown list.
 - Line Items Added
 - Abstract Fee
 - Mailing/Shipping
 - Non-Incidental Supplies
 - Printing
 - Wi-Fi
 - 64x
 - Line Items Removed
 - Other Ground
 - Other Misc

Our recommendation is to only process expense reports that may reasonably be approved in full by Wednesday the 18th, and it will give our office time to approve any expense reports flagged for our review on Thursday the 19th.

Thanks.

Robert Lee
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