1. Use eTravel URL
   http://www.washington.edu/admin/finserv/travel/etravel.html
2. Follow the link for ‘Go to ARIBA eTravel’
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**
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)
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
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