ARIBA eTravel Changes 1/19/2017

All implemented changes are based on concerns regarding compliance with the State travel policy and various Federal Agency requirements, feedback from campus, and data compiled over the last two years.

We will continue to address policy concerns and campus feedback with future ARIBA eTravel enhancements.

Please send all questions and concerns to traveluw@uw.edu

Table of Contents

Mileage Line Item Changes page 2
New Claimant Field page 3
Foreign National UW Students page 4
Non-Resident Alien Link Renamed page 5
Foreign National Attestation Change page 6
Required Wire Fee Information page 7 – 10
Gas Line Item Change page 11
Airfare Change Fee Interface page 12
Per Diem Advance page 13 – 14
Lowest Cost Overall page 15
Car Rental Line Item Changes page 16
Line Items Added page 17 – 18
Line Items Removed page 19
Mileage Line Item Changes

Type, origin, and destination information will not be required within the line item details. These fields have been removed in anticipation of the upcoming mileage policy changes in March 2017, which will be aligned with the documentation requirements set by the State policy. The pertinent information regarding origin, destination, purpose of trip, date, and mileage verification will need to be on a mileage log or verified with an online source. As a result, we are eliminating the redundant data entry requirement in the mileage line item.

The image below on the left is the current state for the mileage line item.

The image below on the right is the future state of the mileage line item.
**New Claimant Field**

In the past, when a traveler has paid for another traveler, we have asked campus to manually add a comment with the name, duty station, and purpose of trip of the person they paid for.

With the Claimant enhancement, we are hoping to streamline the process. We are hoping to limit the number of denials due to a missing comment for a claimant. The current manual process is not reasonable to campus users that work hard to ensure department compliance.

The image below shows the new features for when an expense is paid on the behalf of another.

For example, if Robert J Lee paid the airfare for Teresa Athan, I would select “Yes” and enter the name, purpose of trip, and duty station of the person Robert J Lee paid for. See the filled out example below.

```
Trip Name: New Claimant Field
Type of Traveler: UW Employee
Traveler/Claimant: ROBERT J LEE
Claiming Expenses On Behalf Of Another? Yes
Additional Traveler Information: Teresa Athan to meet with collaborator Mikael Blomkvist, duty station Seattle, WA
```
**Foreign National UW Students**

Non-resident alien information will not be required when submitting expense reports for UW Students.

The image below is for the *current* state for "UW Student". It requires information regarding the UW Student's visa status.

The image below is for the *future* state for "UW Student". It will not require information regarding the UW Student's visa status.
Non-Resident Alien Link Renamed

We currently have a link out to our website which lists the required documentation when reimbursing a Non-Resident Alien. Many new employees ask us why we link out to the National Rifle Association. The abbreviation is associated with a specific organization and should not be used in our form to abbreviate Non-Resident Alien.

We have renamed the link to "Foreign National Documentation", which will be clear and provide easy access to the documentation required for the expense report.
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.

Total Amount Due: $267.50 USD

By signing this document, 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.

I consent to the University of Washington accessing my I-94 Travel Records from the U.S. Customs and Border Protections I-94 Website, in accordance to the Security Notification on said site.

Traveler Signature

ER364544
**Required Wire Fee Information**

Added new required details for wire payments, based on campus usage and feedback.

Wire Fee:  

[ ] Charge To Budget  
For this option, a $100 expense report will total $115 in total expenses. $100 travel reimbursement and a $15 wire fee.

[ ] Reduce Expense Report Amount By Fee  
For this option, a $100 expense report will total $100 in total expenses. $85 travel reimbursement and a $15 wire fee. The reduction is not automatic, and is manually done by the A/P Wire Desk.  
This option populates special text in the signature box.

[ ] Already Taken From Expense Report  
For this option, an $85 expense report will total $100 in total expenses. $85 travel reimbursement and a $15 wire fee.

Wire Fee Budget:  
Free form text field, enter the budget(s) Accounts Payable can charge the wire fee. All three options from the "Wire Fee" will require a budget to be charged.

All examples for the Wire Fee options above assume that the wire transfer is not rejected by the recipient's bank, and there are no further wire fees or rejection fees.

The image below is small and detailed, it is only included to highlight where the new fields are. Larger images are on the next three pages.
Required Wire Fee Information

The image below shows what changes the Wire Fee option “Charge To Budget” will make to the printable expense report.

![Wire Fee Option](image)

![Expense Report](image)

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Traveler Signature

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<table>
<thead>
<tr>
<th>Bank Name</th>
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<tbody>
<tr>
<td>Bank Swift code or routing number (if US)</td>
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<td>Account Number</td>
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<td>Account Name</td>
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<tr>
<td>Intermediary Bank (if there is one)</td>
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<tr>
<td>IBAN if available</td>
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<tr>
<td>Bank branch if available</td>
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<tr>
<td>Beneficiary Address</td>
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<table>
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<tr>
<th>Wire Fee</th>
<th>Charge To Budget</th>
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<tr>
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<td>01-3761</td>
</tr>
</tbody>
</table>
Required Wire Fee Information

The image below shows what changes the Wire Fee option “Reduce Expense Report Amount By Fee” will make to the printable expense report.
Required Wire Fee Information

The image below shows what changes the Wire Fee option "Already Taken From Expense Report" will make to the printable expense report.

---

**Total Amount Due: $267.50 USD**

By signing this document, 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 any reimbursement for these expenses.

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Gas Line Item Change

Added new mandatory question, "Used for personal vehicle?"

The Washington State policy only allows the reimbursement of mileage for personal vehicle expenses. Due to this requirement, any agreement with travelers to reimburse gas instead of mileage, must be done on a mileage line item. Provide the required mileage verification, and over-ride the amount down to the gas expense. If the gas expense is greater than the mileage allowance, the overage amount is not reimbursable.

The example on the right shows a Gas Line Item that will be allowed through ARIBA, as the preparer has answered "No" to the new question.

Preparer should answer "No" if the gas expense is related to a car rental, UCar, or Fleet Services.

The example on the right shows a Gas Line Item that will NOT be allowed through ARIBA, as the preparer has answered "Yes" to the new question. The reason for the hard stop and guidance will pop-up near the top.

"Gas for personal vehicles must be processed as mileage, with mileage documentation, and written down to the gas amount."
Airfare Change Fee Interface

New dropdown options are available when a value is entered in the “Change Fee” field.

The five options are identical to the allowable choices in the UW travel policy.

1. UW Business, requires justification
2. Cancelled conference/meeting/event
3. Airline cancelled flight
4. Death of a family member
5. Traveler’s own illness

UW Business is the only choice that requires additional written justification. If traveler’s reasoning does not fit any of the five options, the change/cancellation fees are not reimbursable. Please see images below.

The image below shows the new menu.

Image below shows the required justification for “UW Business”.

---

[Image of the new menu with change fee options selected]
Per Diem Advance

Changes have been made to the Per Diem Advance line item to correct the due date. In 2016, the per diem advance policy was aligned with the State policy of having a 60-day reconciliation deadline.

The images below show the updated accounting due dates for the per diem advance request lodging and per diem advance meals line items.
Per Diem Advance

We also changed the Traveler's attestation when an employee approves a per diem advance request. It will only be viewable as the traveler.

Warning

This request has generated warnings; review the warnings.

Alert: I certify that I have read and agree to comply with the Per Diem Advance procedures on the Travel Office website. I understand that any unauthorized expenditure of funds advanced to me may be considered misappropriation of public funds. If the final accounting for the Per Diem Advance is not received 60 days after the trip, I understand that the State of Washington is authorized to deduct any and all funds outstanding through Payroll deduction. http://www.ofm.wa.gov/policy/10.80.htm

[OK] [Cancel]
Lodging Exception Renamed

Lowest Cost Overall will be renamed to Comparative Advantage. The original name was an attractive option based on word association, and we hope to reduce the amount of denials due to confusion about how the policy is applied. Additional website documentation will follow in the near future with examples of what is acceptable based on the State policy.
Car Rental Line Item Changes

Car types have been added to help differentiate SUVs, vans, and trucks.
Line Items Added

Abstract Fee, object code 04-16-00, use for abstract fees related to travel.

Mailing/Shipping, object code 04-16-00, use for mailing/shipping costs related to travel.

Non-Incidental Supplies, object code 04-16-00, use for all non-incidental supplies required for travel. We are specifying non-incidental, as incidental costs are reimbursed within the federal meals and incidental expenses rate.
Line Items Added

Printing, object code 04-16-00, use for printing expenses related to travel.

Wi-Fi, object code 04-16-00, can be interchangeable with internet fees.

64x, object code 04-16-00, use for travel expense reimbursed on a 64x budget.
Line Items Removed
Other Ground
Other Misc