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T & E Dashboard

Configure Tabs Refresh Content

Common Actions

- Create**
 - Expense Report
 - Travel Profile
 - Requisition
- Manage**
 - Receive
 - Unassigned Charges
 - Reports
 - More...



My Documents

ID	Title	Date ↓	Status
ER500	Expenses: 10/15/2008 to 10/15/2008	10/15/2008	Composing
ER498	Expenses: 10/15/2008 to 10/15/2008	10/15/2008	Composing
ER492	Expenses: 10/14/2008 to 10/14/2008	10/14/2008	Composing
ER417	01-0211 Tamara Rivet May mileage	10/9/2008	Composing
ER415	01-0211 Tamara Rivet 10/02/08 Bus trip	10/9/2008	Composing
ER413	Test Trip	10/9/2008	Submitted

[View More ...](#) (23)

Search

Expense Report

Travel Profile

Contractor Expense Sheet

Time Sheet

Title:

ID:

Saved Searches/Labels

- [stuff \(1\)](#)
- [test \(1\)](#)

To Do

Date ↑	Status	Title
No items		

- Recently Viewed**
- ER500 Expens...to 10/15/2008
 - ER498 Expens...to 10/15/2008
 - ER417 01-021...t May mileage

From your **T & E** (Travel & Expense) **Dashboard**
Click **Expense Report** (ER)

ER 515:Expenses 10/21/2008 to 10/21/2008

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
No items						

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](#)
- 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](#)

Create Expense Template Upload Expenses

Choose an expense item from **Add Item** tab

The screenshot displays a web application interface for managing expenses. At the top right, there are 'Continue' and 'Exit' buttons. Below this is a table with a header 'Amount' and a row containing '\$0.00' and 'USD'. A red-bordered pop-up window titled 'Item #1 Details' is open, showing fields for 'Date' (10/21/2008), 'Paid By' (Traveler), 'Amount' (\$0.00 USD), and 'Description' (Shuttle). The accounting code is '041600 (OTHER TRAVEL EXPENSES) Bien:2007'. Buttons for 'Add Item', 'Edit', 'Done', 'Create Expense Template', and 'Upload Expenses' are visible.

- Enter payment **Date** (*defaults to current date*)
- Choose **Paid By** option from drop down menu
- Enter expense **Amount**
- Enter item **Description** (*defaults to item type*)

TIP Required fields vary for individual items

Continue Exit

...

Add Item Item #1 Details

Shuttle

Date: 10/21/2008

Paid By: Traveler

Amount: \$0.00 USD

[Currency exchanges rates](#)

Description: * Shuttle

Accounting: 041600 (OTHER TRAVEL EXPENSES) Bien:2007

Edit

Done

Create Expense Template Upload Expenses

Click **Comment** icon to add relevant comments for this expense

Continue Exit

...

Add Item Item #1 Details

Shuttle

Date: 10/21/2008

Paid By: Traveler

Amount: \$0.00 USD

[Currency exchanges rates](#)

Description: * Shuttle

Accounting: 041600 (OTHER TRAVEL EXPENSES) Bien:2007

Edit

Done

Create Expense Template Upload Expenses

Click **Attachment** icon to attach E-receipts if applicable

Add Item **Item #1 Details**

Shuttle  

Date: 

Paid By: 

Amount:
[Currency exchanges rates](#)

Description: * 

Accounting: 041600 (OTHER TRAVEL EXPENSES) Bien:2007
01234500 (Travel)
1230004567 (TRAVEL OFFICE) Bien:2007

Done



Click **Done** to view and correct errors for this expense item

Summary

Items: 6 Company: \$0.00 USD Personal: \$0.00 USD Reimburse: \$0.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	1	10/21/08	Bus	Traveler	010304	\$0.00 USD
	2	10/21/08	Ferry	Traveler	010304	\$0.00 USD
	3	10/21/08	Other Ground	Traveler	010304	\$0.00 USD
	4	10/21/08	Registration	Traveler	010304	\$0.00 USD
	5	10/21/08	Baggage Fee	Traveler	010304	\$0.00 USD
	6	10/21/08	Parking	Traveler	010304	\$0.00 USD

Copy Delete Mass Edit | Update Totals



Add Item Item #7 Details

Bus

Date: 10/21/08

Paid By: Traveler

Amount: \$0.00 USD

Description: * Bus

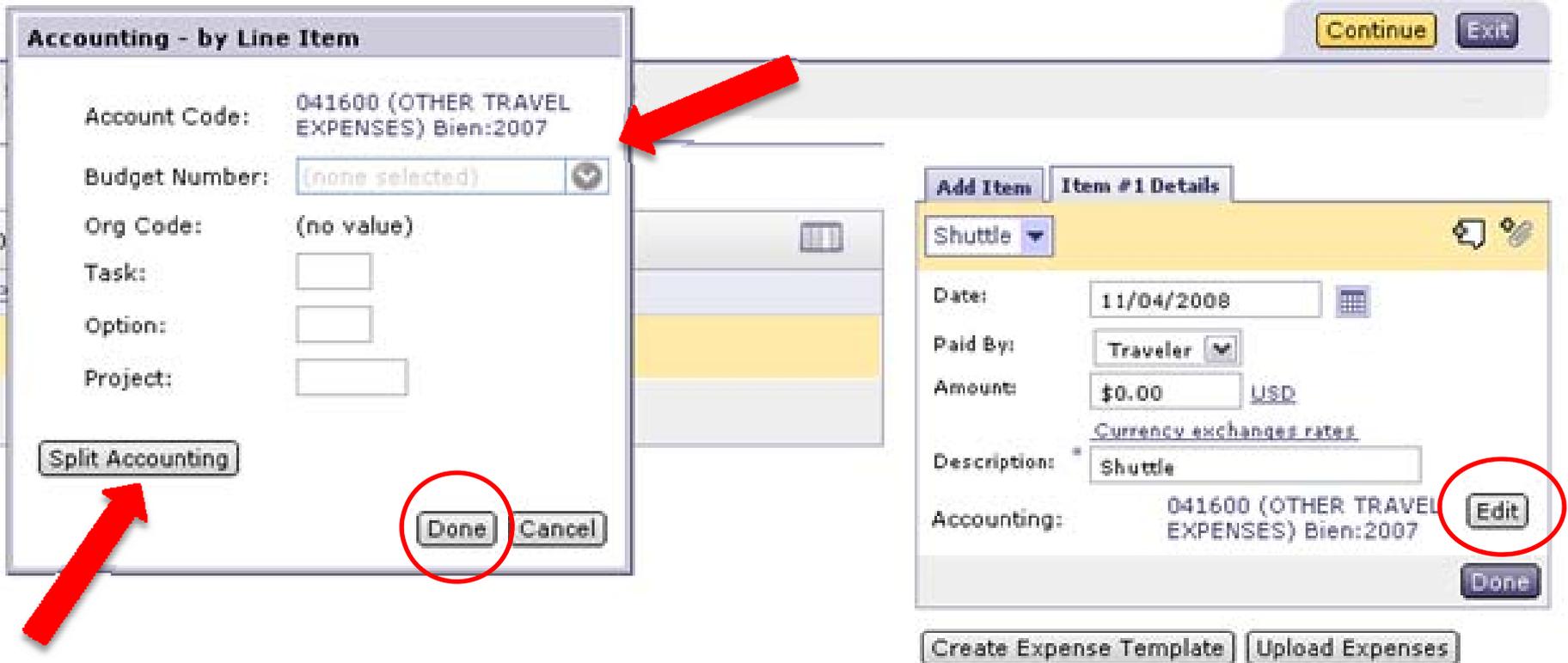
Accounting: 041600 (OTHER TRAVEL EXPENSES) Bien:2007

Create Expense Template Upload



Options for entering budget information:

1. Click **Edit** to complete single or multiple budget information for an individual item
2. Click **Mass Edit** to complete single or multiple budget information for several items



By clicking on **Edit**, the **Accounting-by Line Item** box will appear

- For individual item:
 - on a single budget enter **Budget Number** or choose from drop down menu
 - on multiple budgets click on **Split Accounting**
- Click **Done** to continue

If applicable, include task, option, project codes (PCA codes)

Accounting - by Line Item

Split By: **Percentage** (dropdown menu with options: Percentage, Amount, Percentage, Quantity) 

No.	Account	Description	Split Amount	Action
1	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007	Budget Number: (none selected)	100%	Delete
	Org Code: (no value)	Task: <input type="text"/>		
	Option: <input type="text"/>	Project: <input type="text"/>		
2	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007	Budget Number: (none selected)	0%	Delete
	Org Code: (no value)	Task: <input type="text"/>		
	Option: <input type="text"/>	Project: <input type="text"/>		

Unallocated: 0%
Total: 100%

Add Split Update

Done Cancel

When using **Split Accounting**:

Choose **Percentage** or **Amount** from **Split By** option menu

TIP **Quantity** option is NOT applicable to Travel

Split By defaults to percentage calculation

Accounting - by Line Item

Split By:

No.	Accounting Information	Split Amount	Action
1	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: <input type="text" value="123466 (Travel)"/> <input type="button" value="v"/> Org Code: (no value) Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Delete"/>
2	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: <input type="text" value="345678 (Travel Too)"/> <input type="button" value="v"/> Org Code: (no value) Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Delete"/>

Unallocated: \$0.00 USD
Total: \$0.00 USD

- Enter **Budget Numbers** or choose from drop down menu
- Enter amounts or percentages in **Split Amount** fields
If applicable, include task, option, project codes (PCA codes)

Accounting - by Line Item

Split By:

No.	Accounting Information	Split Amount	Action
1	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: <input type="text" value="123466 (Travel)"/> <input type="button" value="v"/> Org Code: (no value) Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Delete"/>
2	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: <input type="text" value="345678 (Travel Too)"/> <input type="button" value="v"/> Org Code: (no value) Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	<input type="text" value="\$0.00"/>	<input type="button" value="Delete"/>

Unallocated: \$0.00 USD
Total: \$0.00 USD

For more than two budgets click **Add Split**

Accounting - by Line Item

Split By:

No.	Accounting Information	Split Amount	Action
1	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: <input type="text" value="123456 (Travel)"/> Org Code: 0123456000 (Travel) Bien: 2007 Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	<input type="text" value="\$3.25"/>	<input type="button" value="Delete"/>
2	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: <input type="text" value="324578 (Travel Too)"/> Org Code: 0123456000 (Travel) Bien: 2007 Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	<input type="text" value="\$1.75"/>	<input type="button" value="Delete"/>
		<input type="text" value="Unallocated: \$0.00 USD"/> <input type="text" value="Total: \$5.00 USD"/>	

- Click **Update** to view allocated amounts
- Click **Done**
- Or Click **Cancel**

Summary

Items: 6 Company: \$0.00 USD Personal: \$0.00 USD Ref: \$0.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
Bus	1	10/21/08	Bus	Traveler	010304	\$0.00 USD
Ferry	2	10/21/08	Ferry	Traveler	010304	\$0.00 USD
Other Ground	3	10/21/08	Other Ground	Traveler	010304	\$0.00 USD
Registration	4	10/21/08	Registration	Traveler	010304	\$0.00 USD
Baggage Fee	5	10/21/08	Baggage Fee	Traveler	010304	\$0.00 USD
Parking	6	10/21/08	Parking	Traveler	010304	\$0.00 USD

Copy Delete **Mass Edit** | Update Totals

Add Item **Item #7 Details**

Bus

Date: 10/21/08

Paid By: Traveler

Amount: \$0.00 USD

Description: Bus

Accounting: 041600 (OTHER TRAVEL EXPENSES) Bien:2007

Create Expense Template Upload Expenses

- A **Mass Edit** can only be done after all items have been entered
- A **Mass Edit** may be performed on **ALL** items or on two or more items

Summary

Items: 6 Company: \$0.00 USD Personal: \$0.00 USD Reimburse: \$0.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
Bus	1	10/21/08	Bus	Traveler	010304	\$0.00 USD
Ferry	2	10/21/08	Ferry	Traveler	010304	\$0.00 USD
Other Ground	3	10/21/08	Other Ground	Traveler	010304	\$0.00 USD
Registration	4	10/21/08	Registration	Traveler	010304	\$0.00 USD
Baggage Fee	5	10/21/08	Baggage Fee	Traveler	010304	\$0.00 USD
Parking	6	10/21/08	Parking	Traveler	010304	\$0.00 USD

Buttons: Copy, Delete, Mass Edit, Update Totals

Mass Edit All Items

Do you want to perform a mass edit on **all** non-itemized items? If so, click **OK**. If not, click **Cancel**, then select the items you want to edit. Shift-click to select multiple adjacent items or control-click to select multiple non-adjacent items.

Buttons: OK, Cancel

Item #7 Details

Bus

Date: 10/21/08

Paid By: Traveler

Amount: \$0.00 USD

Description: Bus

Accounting: 041600 (OTHER TRAVEL EXPENSES) Bien:2007

Buttons: Create Expense Template, Upload Expenses

1. To use **Mass Edit** on **ALL** items using single or multiple budgets, highlight one item by placing cursor anywhere on item row
2. Click **Mass Edit**
3. Click **OK** to perform **Mass Edit** on ALL items

ER515: Expenses: 10/21/2008 to 10/21/2008

Click the "+" symbol to complete the summary screen.

Summary

Items: 7 Company: \$0.00 USD Personal: \$0.00 USD Reimburse: \$0.00 USD

Type	No.	Date	Description	Paid by	Budget	Amount
	2	10/21/08	Ferry	Traveler		\$0.00 USD
	3	10/21/08	Other Ground	Traveler		\$0.00 USD
	5	10/21/08	Baggage Fee	Traveler		\$0.00 USD
	6	10/21/08	Parking	Traveler		\$0.00 USD
	7	10/21/08	Bus	Traveler		\$0.00 USD

Copy Delete **Mass Edit** | Update Totals



For **Mass Edit** of select items

- Use **Shift-Click** to select adjacent items
- Use **Ctrl-Click** to select non adjacent items
- Click **Mass Edit**

ER566: 12-3456 Jane Traveler Test Conference

Next Cancel

You have chosen to edit multiple items. The changes you make to the sample item apply to all selected items. Modify the necessary fields and review your changes.

[Edit Multiple Items](#) : [Review Changes](#)

Expense item 1 is used as the sample item for mass edit.

ACCOUNTING - BY LINE ITEM

Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007

Budget Number: 

Org Code: (no value)

Task:

Option:

Project:

- For single budget enter **Budget Number** or choose from drop down menu, then click **Next** to continue
- For multiple budgets click on **Edit/Split Accounting**

TIP Mass Edit can only be split by percentage

If applicable, include task, option, project codes (PCA codes)

ER566: 12-3456 Jane Traveler Test Conference

OK Cancel

Enter the appropriate accounting and split information.

Description: Bus
Split By: Percentage

Add Split Update

No.	Accounting Information	Split Amount	Action
1	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: <input type="text"/>   Org Code: (no value) Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	<input type="text" value="20%"/> 	<input type="button" value="Delete"/>
2	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: <input type="text" value="(none selected)"/>   Org Code: (no value) Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	<input type="text" value="80%"/> 	<input type="button" value="Delete"/>

Unallocated: 0%
Total: 100%

Add Split Update



1. Enter budget numbers or use drop down menu
2. Use **Add Split** for more than two budgets
3. Enter percentage splits for all budgets
4. Click **OK** when all budgets and percentages have been entered



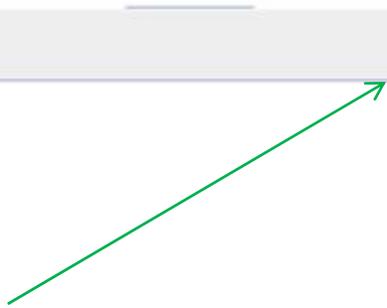
ER566: 12-3456 Jane Traveler Test Conference

Enter the appropriate accounting and split information.

Description: Bus
Split By: Percentage

No.	Accounting Information	Split Amount	Action
1	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: 123456 (Travel) <input type="button" value="v"/> Org Code: 1230004000 (Travel) Bien: 2007 Task: <input type="text"/> Option: <input type="text"/> Project: <input type="text"/>	<input type="text" value="20%"/>	<input type="button" value="Delete"/>

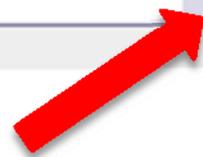
Unallocated: 0%
Total: 100%



- Click **Update** to view allocations of budgets
- Click **OK** when done

ER515: Expenses: 10/21/2008 to 10/21/2008

Next Cancel



You have chosen to edit multiple items. The changes you make to the sample item apply to all selected items. Modify the necessary fields and review your changes.

[Edit Multiple Items](#) : [Review Changes](#)

Expense item 1 is used as the sample item for mass edit.

ACCOUNTING - BY LINE ITEM

No.	Accounting Information	Split Amount
1	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: 123456 (Travel) Bien: 2007 Org Code: 1230004000 (Travel) Bien: 2007 Task: Option: Project:	20%
2	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: 123456 (Travel) Bien: 2007 Org Code: 1230004000 (Travel) Bien: 2007 Task: Option: Project:	80%

Split Accounting

Click **Next** to review charges

ER515: Expenses: 10/21/2008 to 10/21/2008



The fields you modified are shown with their old and new values. You can confirm the changes or cancel them.

[Edit Multiple Items](#) : [Review Changes](#)

Expense item 2 is used as the sample item for mass edit.

Old Value

New Value

Accounting

No.	Accounting Information	Split Amount
1	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: 123456 (Travel) Bien: 2007 Org Code: 1230004000 (Travel) Bien: 2007 Task: Option: Project:	100%

No.	Accounting Information	Split Amount
1	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: 012345 (Travel) Bien: 2007 Org Code: 1230004000 (Travel) Bien: 2007 Task: Option: Project:	20%
2	Account Code: 041600 (OTHER TRAVEL EXPENSES) Bien:2007 Budget Number: 012345 (Travel) Bien: 2007 Org Code: 1230004000 (Travel) Bien: 2007 Task: Option: Project:	80%

- Click **Prev** to return to editing budgets
- Click **Done** to resume completing ER
- or **Cancel**

ER10592: 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
------	-----	------	-------------	---------	--------	--------

No Items

[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](#)

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](#)

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

Add another item OR click **Continue** to resume completing ER



Trip Name:

Type of Traveler:

Traveler/Claimant:

Personal Time Taken: Yes No

Personal Time Info: [Personal Time](#)
Include dates/times of business travel

Purpose of Trip:

Company Expenses: \$0.00 USD
Personal Expenses: \$0.00 USD
Reimbursement Amount: \$0.00 USD

*** Traveler Address Information ***

Home Address (city/state):

Duty Station (city/state):

*** Check Delivery Information ***

Address Type: Domestic Foreign UWBox Wire

Street Address/Box No.:

City (Domestic)/Country (Foreign):

State:

Zip Code:

My Labels:

SUMMARY TIPS

- Summary information can be entered at any time
- Travel Profiles can be used to auto-populate UW employee traveler details

Create and enter **Trip Name** using identifiers for search purposes

- TIPS**
- **Trip Name** is the same as ER title and defaults to date of entry
 - useful identifiers may include budget number, project name, etc.

Review the summary information and approval flow for this expense report, and make any necessary changes. Fix any policy violations before submitting the request for approval. [eTravel Help Pages](#)

Summary Approval Flow Policy Violations

Trip Name:

Type of Traveler: 
Traveller/Claimant:
Personal Time Taken:
Personal Time Info:

Include dates/times of business travel

Purpose of Trip:

Company Expenses: \$0.00 USD
Personal Expenses: \$0.00 USD
Reimbursement Amount: \$0.00 USD

*** Traveler Address Information ***

Home Address (city/state):

Duty Station (city/state):

*** Check Delivery Information ***

Address Type: Domestic Foreign UWBox Wire

In care of:

Street Address/Box No.:

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

COMMENTS - ENTIRE EXPENSE REPORT

Choose **Type of Traveler** using drop down menu

Summary Approval Flow Policy Violations

Trip Name:

Type of Traveler:

Traveler/Claimant: 

Personal Time Taken: Yes No

Personal Time Info: [Personal Time](#)
Include dates/times of business travel

Purpose of Trip:

Company Expenses: \$0.00 USD
 Personal Expenses: \$0.00 USD
 Reimbursement Amount: \$0.00 USD

*** Traveler Address Information ***

Home Address (city/state):

Duty Station (city/state):

*** Check Delivery Information ***

Address Type: Domestic Foreign UWBox Wire

Street Address/Box No.:

City (Domestic)/Country (Foreign):

State:

Zip Code:

Enter **Traveler/Claimant** name

TIPS

- UW employees type last names first OR use drop down menu
- Claimant is individual who paid expenses on behalf of another

Traveler/Claimant defaults to preparer's name

Summary | Approval Flow | Policy Violations

Trip Name:

Type of Traveler:

Traveler/Claimant:

Personal Time Taken: Yes No

Personal Time Info: [Personal Time](#)
Describe personal time (including dates/times and location)

Personal Time Description:

Include dates/times of business travel

Purpose of Trip:

Company Expenses: \$0.00 USD
 Personal Expenses: \$0.00 USD
 Reimbursement Amount: \$0.00 USD

*** Traveler Address Information ***

Home Address (city/state):
 Duty Station (city/state):

*** Check Delivery Information ***

Address Type: Domestic Foreign UWBox Wire

Street Address/Box No.:

City (Domestic)/Country (Foreign):

State:

Zip Code:

If **Personal Time Taken** is 'Yes', enter dates, times, and locations in **Personal Time Description** box

Trip Name: 12-3456 Jane Traveler Test Conference

Type of Traveler: UW Employee

Traveler/Claimant: Traveler, Jane

Personal Time Taken: Yes No

Personal Time Info: [Personal Time](#)
Include dates/times of business travel

Purpose of Trip:



Company Expenses: \$0.00 USD
Personal Expenses: \$0.00 USD
Reimbursement Amount: \$0.00 USD

*** Traveler Address Information ***

Home Address (city/state):

Duty Station (city/state):

*** Check Delivery Information ***

Address Type: Domestic Foreign UWBox Wire

Street Address/Box No.:

City (Domestic)/Country (Foreign):

State:

Zip Code:

Enter dates, locations, and trip purpose in **Purpose of Trip** box

Summary | Approval Flow | Policy Violations

Trip Name:

Type of Traveler:

Traveler/Claimant:

Personal Time Taken: Yes No

Personal Time Info: [Personal Time](#)
Include dates/times of business travel

Purpose of Trip:

Company Expenses: \$0.00 USD
 Personal Expenses: \$0.00 USD
 Reimbursement Amount: \$0.00 USD

*** Traveler Address Information ***

Home Address (city/state):

Duty Station (city/state):

*** Check Delivery Information ***

Address Type: Domestic Foreign UWBox Wire

Street Address/Box No.:

City (Domestic)/Country (Foreign):

State:

Zip Code:

Complete **Traveler Address** and **Check Delivery** information

TIP

Travel Profiles may be completed in advance to auto-populate these fields for UW employees (see **Travel Profile** on **T & E Dashboard**)

Address Type* defaults to *Domestic

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

Summary Approval Flow Policy Violations

Trip Name: 12-3456 Jane Traveler Test Conference

Type of Traveler: UW Employee

Traveler/Claimant: Traveler, Jane

Personal Time Taken: Yes No

Personal Time Info: [Personal Time](#)

Include dates/times of business travel

Purpose of Trip:

Test Conference, Out of State location,
November 1-7, 2008

Company Expenses: \$0.00 USD

Personal Expenses: \$0.00 USD

Reimbursement Amount: \$0.00 USD

*** Traveler Address Information ***

Home Address (city/state): Seattle, WA

Duty Station (city/state): Seattle, WA

*** Check Delivery Information ***

Address Type: Domestic Foreign UWBox Wire

In care of:

Street Address/Box No.: **UW BOX # ONLY**

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

COMMENTS - ENTIRE EXPENSE REPORT

Comments:

ATTACHMENTS - ENTIRE EXPENSE REPORT

Add Attachment

Optional 'In care of' field appears when **Address Type** is **UWBox**

TIP

For check delivery to **UWBox** enter box number only (with NO street address)

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

Summary Approval Flow Policy Violations

Trip Name:	<input type="text" value="12-3456 Jane Traveler Test Conference"/>	Company Expenses:	\$0.00 USD
Type of Traveler:	<input type="text" value="UW Employee"/>	Personal Expenses:	\$0.00 USD
Traveler/Claimant:	<input type="text" value="Traveler, Jane"/>	Reimbursement Amount:	\$0.00 USD
Personal Time Taken:	<input type="radio"/> Yes <input checked="" type="radio"/> No	*** Traveler Address Information ***	
Personal Time Info:	Personal Time	Home Address (city/state):	<input type="text" value="Seattle, WA"/>
	Include dates/times of business travel	Duty Station (city/state):	<input type="text" value="Seattle, WA"/>
Purpose of Trip:	<input type="text" value="Test Conference, Out of State location, November 1-7, 2008"/>	*** Check Delivery Information ***	
		Address Type:	<input type="radio"/> Domestic <input type="radio"/> Foreign <input checked="" type="radio"/> UWBox <input type="radio"/> Wire
		In care of:	<input type="text"/>
		Street Address/Box No.:	<input type="text" value="UW BOX # ONLY"/>

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

COMMENTS - ENTIRE EXPENSE REPORT

Comments:



ATTACHMENTS - ENTIRE EXPENSE REPORT



- Enter, review and/or edit traveler information
- Enter additional details in **Comments** section
- Click **Add Attachment** to attach relevant E-receipts not already added at item level

Go To Items Submit Exit

ort, and make any necessary changes. Fix any policy violations before submitting

Company Expenses: \$5.00 USD

Personal Expenses: \$0.00 USD

Reimbursement Amount: \$5.00 USD

*** Traveler Address Information ***

Home Address (city/state):

Duty Station (city/state):

*** Check Delivery Information ***

Address Type: Domestic Foreign UWBox Wire

In care of:

Street Address/Box No.:

Click **Submit** to proceed

The screenshot shows a web application interface with a dark blue header bar containing the following menu items: Create, Search, Manage, Recent, and Preferences. Below the header, the main content area displays the title "ER515: Expenses: 10/21/2008 to 10/21/2008" on the left and three buttons ("Prev", "Submit", "Exit") on the right. The "Prev" button is highlighted with a red box. Below the title, a message states: "This request contains errors. You must correct these errors before continuing." A red arrow labeled "1" points to this message. Below the message, a red error icon is followed by the text: "Error: Value must be set for the following fields: Personal Time, Purpose of Trip". A red arrow labeled "2" points to the "Prev" button.

1. Review **Errors** (if any)
2. Click **Prev** to access and correct items with errors

Create Search Manage Recent Preferences

ER515: Expenses: 10/21/2008 to 10/21/2008

Prev Submit Exit

This request has generated warnings; review the warnings.

Alert: Original receipts are required for any expenses over \$50. Receipts are required regardless of cost for the following: Hotel or other accommodation, Final itemized receipt for car rental, Laundry

- If no errors, then review **Alerts**
- Click **Submit** to begin approval process
- OR **Exit** to save, delete, print, or continue with this ER

TIP

- **Exit** does not submit ER
- **Exit** allows you to save information entered up to this point

Ariba Spend Management

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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.

ER515 - Expenses: 10/21/2008 to 10/21/2008 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

After submitting, choose **Print**

Report Submitted

inse report h

http://ardev2.cac.washington.edu/Buyer/render/1R1FPKIZ461G7 - Windows Internet Explorer

expenses: 1

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Print

General Options

Select P

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Done

Printing Preferences

Layout Paper/Quality

Orientation

Portrait

Landscape

Page Order

Front to Back

Back to Front

Pages Per Sheet: 1

Advanced...

OK Cancel

Invoice No. ER:

Reimbursement Amount	Approved
\$5.00 USD	

project	Amo
	\$5.00 t

project	Amo
	\$5.00 t

Local Intranet 100%

Choose **Landscape** format to print ER summary

Other Ground	\$0.00 USD						
Parking	\$0.00 USD						
Registration	\$0.00 USD						
Daily Totals	\$0.00 USD						

Company Paid Expenses

(None)

Total Expenses:
Less Company Paid:
Less Cash Advance:
Amount Due:

Report Violations

Item Violations

Comments

(None)

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.

Traveler Signature

- Send this signature page to Non-UW travelers by email, fax, or mail.

TIP: By email, click File, Send, Page by Email.

- After obtaining the signature, electronically attach to the ER if possible.

This signature page may also be printed and sent to Travel (if it's not electronically attached to the ER) with original paper receipts only.