### eTravel

Roles and Responsibilities for eTravel Shared Services are listed below.

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| **Documentation**   * [eTravel Process Map](http://www.uwb.edu/getattachment/finance/forms-and-guides/eTravel-Process-Map.pdf) * [Traveler Tips](http://www.uwb.edu/getattachment/finance/forms-and-guides/Traveler-Tips.docx) * [Student Traveler Tips](http://www.uwb.edu/getattachment/finance/forms-and-guides/Student-Traveler-Tips.docx) | * [Visitor Travel Tips](http://www.uwb.edu/getattachment/finance/forms-and-guides/Visitor-Travel-Tips.docx) * [Comparison Airfare Tips](http://www.uwb.edu/getattachment/finance/forms-and-guides/Comparison-Airfare-Tips.docx) * [Christopherson Business Travel (CBT) Tips](http://www.uwb.edu/getattachment/finance/forms-and-guides/Christopherson-Business-Travel-(CBT)-Tips.docx) |
| **Forms** | |
| * [eTravel Claim Form – UW Employee](http://www.uwb.edu/getattachment/finance/forms-and-guides/eTravel-Claim-Form.pdf) * [eTravel Claim Form – Non UW Employee](https://www.uwb.edu/getattachment/finance/forms-and-guides/eTravel-Claim-Form-Non-UW.pdf?lang=en-US) * [Pre-Travel Approval Form](http://www.uwb.edu/getattachment/finance/forms-and-guides/Pre-Travel-Approval-Form.pdf) | |
| **Traveler Responsibilities** | |
| * Attests that all charges incurred for UW business are:   + valid and appropriate   + most economical   + same expenses have not been and will not otherwise be claimed and reimbursed * Completes the eTravel Claim Form | |
| * Provides supporting documentation and receipts to the unit Point Person | |
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| **Point Person Responsibilities** | |
| * Meet with Shared Services to learn the process * Assists traveler with documentation requirements and completion of the Travel Reimbursement Claim Form * Communicates with Purchaser and Preparer * Ensures traveler was not previously reimbursed for the same expense * Ensures budget number(s) and PCA codes (if applicable) are included on eTravel Claim Form * Reviews the eTravel Claim Form to ensure expense request matches documentation, all documentation is included and form is complete * Sends one PDF document with all information to [uwbreim@uw.edu](mailto:uwbreim@uw.edu) | |
| **Shared Services Responsibilities**   * Processes reimbursement requests within five business days of receipt, if there are no follow-up questions   **Preparer** | |
| * Communicates with Point Person * Reviews reimbursement submission for compliance with Shared Services and University policies | |
| * Enters reimbursement request into Ariba system * Ensures all receipts are valid and attached to expense report * Submits reimbursement request in Ariba system   **Compliance Approver**   * Reviews reimbursement to confirm adherence to Shared Services and University policies * Verifies all receipts are included * Reviews reimbursement are directly work related, most economical and necessary for university business * Approves or denies reimbursement | |
| **Department**  **Funding Approver** | |
| * Reviews designated budget numbers(s) and funding source(s) * Approves or denies reimbursement | |