### eTravel

Roles and Responsibilities for eTravel Shared Services are listed below.

|  |  |
| --- | --- |
| **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-%28CBT%29-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
 |
|  |
| **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
 |
| **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
 |