

**University of Washington**  
**Department of Pediatrics**  
*eTravel Guidelines*

**Preparer**

- Creates the online Expense Report (ER) in Ariba T&E complying with department, university, state, and sponsor policies. *A person in the UW Payroll system with a UW Net ID can be the Preparer.*
- Certifies all receipts are valid and in original formats.
- Scans and attaches paper receipts, electronic receipts, and all other supporting documents (including final SOMAS approval when applicable) to the Ariba Expense Report.
- Enters necessary comments to the ER and expense justifications when required.
- Reviews, verifies information is correct, and submits ER for routing.  
**NOTE:** If the traveler is a non-UW employee then the Preparer must first print the completed ER in landscape format and have the traveler sign the certification box. The Preparer attaches the signed ER for the non-UW traveler to the electronic ER and submits for routing.
- Provides original receipts to Compliance Officer.

**Compliance Officer**

- Reviews ER to confirm adherence to department, university, state, and sponsor policies.
- Certifies all receipts are valid and in original formats.
- Ensures reimbursement is UW business related, most economical, pre-approved when applicable, correctly allocated & documented, and has not been previously submitted or otherwise reimbursed.
- Edits ER if necessary and approves or denies.
- Sends original paper receipts with ER landscape print version to the Travel Office after final departmental approval, or assigns this responsibility to the Preparer.

**NOTE:** Paper documentation does not need to be sent to the Travel Office if all ER attachments are receipts under \$50 or electronic receipts. Preparer or Compliance Officer must email the Receipt Manager at [rcptmng@u.washington.edu](mailto:rcptmng@u.washington.edu) after the final departmental approval with the ER# indicating that there will not be any paper documentation sent to the Travel Office.

**Requirement:** Original paper hotel folios, car rental receipts, & laundry receipts must be submitted to the Travel Office no matter the amount.

**Funding Officer**

- Confirms designated budget number is appropriate for claimed expense.
- Adds PI or Delegated Authority as an Ad Hoc Approver if necessary.
- Validates submitted ER with backup attachments and approves or denies.
- Prints ER and attachments for centrally filed budget numbers pursuant to the records retention period.

**Traveler**

- Certifies under the penalty of perjury that the claimed travel expenses were appropriate and incurred for official UW business, were the most economical means available without compromising personal safety, and has not nor will not receive other reimbursement for these expenses.
- Submits receipts within 60 days after they were paid or incurred.
- Signs print version ER (non-UW) or approves/denies ER in Ariba (UW).

**Expense Report Approver routing order:**

- Compliance Officer (Division Administrator)
- Funding Officer (Central Administration)
- Traveler (unless traveler is a non-UW employee then ER is routed to Preparer for approval)
- Travel Office

The PI or a Delegated Authority for the sponsored budget number must be added as an Ad Hoc Approver if neither is included in the initial routing. Ad Hoc Approvers or Watchers can be added at any time during the routing process from the Approval Flow tab.

eTravel: <http://f2.washington.edu/fm/travel/etravel>  
Policies and Procedures: <http://f2.washington.edu/fm/travel/policies>