TO:     Fiscal Administrators  
FR:     Financial Management Office, University of Hawaii System  
RE:     Enhancements to eTravel Effective April 1, 2015

As part of our ongoing effort to streamline the travel workflow process and expedite the reimbursement process, the University of Hawaii Disbursing Office and Information Technology Services (ITS) have been working on several enhancements to eTravel. In most situations, these enhancements will eliminate the need for hard copy travel requests and completions to be submitted to the traveler’s supervisor and fiscal administrator, and Disbursing Office.

On April 1, 2015, these enhancements will take effect.

The highlights of the enhancements are:

- Electronic workflow approvals from the traveler or designated preparer, to the supervisor, to the fiscal administrator, and to the Disbursing Office.
- Online attachment feature that allows users to attach any travel related documents (e.g. receipts)

A webinar, handout, and FAQs have been created to help guide you through these enhancements and the transition period. We encourage you to review the webinar, handout and FAQs prior to April 1.

To view the webinar, handout and FAQs, please visit: http://www.hawaii.edu/etravel/releases_new.html

In the FAQs, we address how documents will be processed during the transition period. If a document was SUBMITTED BEFORE 4/1/15, the document will be processed via hardcopy paper and original receipts are required. Please forward the hardcopy to Disbursing for audit and release. If a document was submitted on or after 4/1/15 or after, the document will be routed for electronic approvals.

Please note these enhancements are not changes in policy, but merely enhancements to the workflow process. All UH policies still apply.

A separate announcement to the travelers and preparers will be sent on March 18, 2015.

For any feedback, comments and suggestions relating to these eTravel enhancements, please email etravel-help@lists.hawaii.edu.