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## Create New Travel Completion

**Main Menu**

**Create**

- New Travel Request - Taking a trip
- New Travel Completion - Returned from a trip** ←
- New Gross Income Document

**Existing Documents**

T |  Find

Search All

**Other**

- Delinquent Travelers
- Airfare Credit
- Bargaining Unit Rules
- Reports
- System Status
- Quarter Day Calculator

**Help**

- eTravel Home Page
- Section Overview & Help Links
- Tutorials & User Guides
- Contact Information:
  - etravel-help@lists.hawaii.edu (general info)
  - etravel-tech@lists.hawaii.edu (tech problems)

ACTIVE DOCUMENTS	Requests	Req+Advance
InProcess - Traveler, Preparer	17	29
Routing - for electronic approval	17	18
Approved - Disbursing Office (Advances only)	--	5
Awaiting Processing	--	1
<b>Completions</b>		
InProcess - Traveler, Preparer	26	154
Routing - for electronic approval	62	317
Approved - Disbursing Office	5	2
Awaiting Processing	1	3
<b>Gross Income Reporting</b>		
For Completions 60 Days Overdue	--	1

From the Main Menu, select New Travel Completion.

- Travel completions must be submitted within 21 calendar days of the traveler's return date.

## Document Search

**DOCUMENT SEARCH**

Document No. : T |  ←

Traveler Name :  Last, First (or use %)

Traveler's UH Number :

Traveler's UH Username :

B.U. : All

Destination : All

Business Office : All

Document FO :

Records per page : 25

Search My Trips Search Reset

- Enter the Tdoc number from the Travel Request or Travel Request+Advance.
- Click Search.

## Travel Completion - Step 1

**CREATE NEW TRAVEL COMPLETION** STEP 1: ALL FIELDS ARE REQUIRED AS IT DRIVES THE FORM IN STEP 2

	TRAVEL REQUEST DATA	TRAVEL COMPLETION
Traveler:	STAFF, TEST	STAFF, TEST
Position:	0012345 - IT Specialist	0012345 - IT Specialist
Travel Dates:	From: 06/03/2020 To: 06/14/2020	From: <input type="text"/> <input type="text"/> To: <input type="text"/> <input type="text"/> 1
Bargaining Unit:	07	07
Destination:	Out-of-State, U.S. (CONUS)	Mixed Destination 2
Itinerary Type:	Itemized (Multi Leg)	Itemized (Multi Leg) 3
Business Office Access:	00066 - Info Tech Services	00066 - Info Tech Services
Process Travel Via:	UH Disbursing Office	UH Disbursing Office 4
No. of Account Codes:	TWO or MORE Account Codes	TWO or MORE Account Codes
Accounting Method:	By Percentage	By Percentage
		Next >> 5

All fields default to what was used on the Travel Request. Traveler, Bargaining Unit and Business Office fields cannot be changed at time of Completion. Changes other than the fields listed above can be changed at this step.

- Determines Per Diem rates in effect during this window of travel. Changing travel dates may affect BU rates that were filled in at time of request.

- 2 Destinations determine BU rates and object codes. Changing destination may affect the itinerary type, which may affect itinerary data in step 2.
- 3 Determines number of destination legs in the itinerary. Changing itinerary type may affect itinerary data in step 2.
- 4 If UH Disbursing and/or UH Foundation processed the request, the same office is responsible for the completion.
- 5 Determines how expenditures are distributed across accounts.
- 6 Click on "Next" to go to step 2.

## Travel Completion – Step 2

<< TO SEARCH  
<< RETURN TO STEP 1

TRAVEL COMPLETION **1** STEP 2: COMPLETE FORM [Help](#)

TRAVELER	STAFF, TEST <a href="#">VIEW PROFILE</a> <b>2</b>	DOCUMENT NO.	T699490	REVISION:	9
UH NUMBER	11668132	BARGAINING UNIT :	07	DOCUMENT TYPE	COMPLETION <b>10</b>
EFT :	<input type="checkbox"/> <b>3</b>	PAYROLL NO. :	0	STATUS	IN PROCESS <b>11</b>
POSITION	0012345 - IT Specialist	PROCESS VIA	UH Disbursing Office		
DIVISION	AA	DESTINATION	Mixed Destination		
BRANCH / DEPT.	105	ACCOUNTING METHOD	By Percentage		
BUS. OFC. ACCESS	00066 - Info Tech Services	CREATED	04-16-2021 by Staff Teststaff		
DOCUMENT FO CODE	00066 <b>4</b>	LAST MOD (FIELD)			
LAST MOD (DISB)					
PRIMARY CATEGORY	Conference / Seminar				
JUSTIFICATION	<input type="checkbox"/> Presenting a paper / conducting a presentation Attend NACUBO Conference in Las Vegas. Attend Kualii Training in Calgary. Two personal days on 06/06-06/13/20. <b>5</b>				
COVERAGE OF DUTIES	Steve Jones <b>6</b>				
SOURCE OF FUNDS	<input type="checkbox"/> Funded by the OVCR Faculty Research Travel Fund MA 2263212 50% SW 2269912 50% <b>7</b>				
LATE COMPLETION JUSTIFICATION	1000 more chars <b>8</b>				

The majority of information comes directly from the Travel Request and cannot be changed. Certain items may be changed by clicking "Return to Step 1."

- 1 Traveler information, majority of which cannot be changed on the Completion.
- 2 Information is read from the traveler's profile in the Profiler application. This is to assist with preparing the travel document and booking travel accommodations.
- 3 EFT information comes from KFS. If the traveler is setup to receive their reimbursements via direct deposit, this box will be checked.
- 4 Document access information. "Document FO Code" field includes all FO codes for the Business Office listed. Purpose is to assign specific travel documents to a specific Fiscal Officer.
- 5 Primary Category and Justification fields are required.
- 6 Optional field.
- 7 Optional field.
- 8 If the travel completion is created more than 21 calendar days from the end date of the trip, a late completion justification is required.
- 9 Travel document number is assigned when the travel request is saved for the first time.
- 10 Type of travel document.

- 11 The status of the document. A link to the workflow routing log will appear so that the user can view who has approved the document thus far.

### Actual Business Itinerary - Itemized

DESTINATION (City, State or Country)	DATE and TIME	LEG ID	CALC. DAYS	MINUS DAYS	BUS. DAYS	IRS RATE	F.A.R.	ACTUAL RATE	DAYS CLAIM	COST
Honolulu HAWAI	AT ARPT DEP 06/03/2020 11:45 PM	Strt								925.00
Las Vegas NEVAJ US	ARR 06/04/2020 6:30 AM DEP 06/09/2020 10:00 AM	1	5.75	- Pers Days	5.75			102.00 185.00	5.00	Justification For Excess Lodging Cost of this hotel is comparable to similar hotel of same star rating. (See attached quote.)
								M&IE 61.00 P/D 61.00 SUBT		350.75 1,275.75
Seattle WASH US	ARR 06/09/2020 11:30 AM DEP 06/09/2020 1:00 PM	2		- Pers Days				0.00 0.00		
Calgary CANA For	ARR 06/09/2020 3:30 PM DEP 06/14/2020 10:00 AM	3	5.50	- Pers Days 2.00	3.50			244.00 390.00	3.00	Justification For Excess Lodging Cost of this hotel is comparable to similar hotel of same star rating. (See attached quote.)
								M&IE 84.00 P/D 84.00 SUBT		294.00 1,464.00
Honolulu HAWAI	ARR 06/14/2020 6:30 PM	End								
<b>Calculate</b>			<b>CALCULATED TOTALS:</b>	11.25	2.00 *	9.25				2,095.00 644.75 0.00 2,739.75

- 1 Defaults to the Traveler's city/state based on their General Profile in Profiler.  
For Mixed travel, for each leg, select "US" or "Foreign" from the drop down list.
 

Las Vegas	NEVAJ	US	Connecting
	I/S	US	
	For		
- 2 All dates, times and destinations are required at time of Completion.
  - Date field: Can be entered numerically or by clicking the calendar.
  - Time field: Enter numerically. Select "AM" or "PM" from the drop down.
- 3 If the leg is a connection, click "Connecting." The travel time will automatically be added to the next leg.
- 4 IRS Rate = IRS allowable, deductible amount; excluded from income.
- 5 FAR (Federal Allowable Rate) is the maximum allowance for Lodging and Meals and Incidental Expenses (M&IE) and is based on the place of business and the month/year of travel. Click on FAR to be linked to the FAR rates.
  - CONUS (Continental US)
  - OCONUS (Outside Continental US, includes Hawaii and US Territories)

Per Diem Rate is the maximum amount the traveler is entitled to as determined by their BU and is a set amount regardless of place of business and month/year of travel.

- 6 Enter the actual amount of M&IE the traveler is claiming. Cannot exceed FAR.
- 7 Input number of Lodging Days based on the hotel receipt. This itinerary differs slightly from the Request. Previously the user inputted the Estimated Lodging Rate. At time of Completion the Traveler has a hotel receipt so the system will calculate the Actual Daily Rate.
- 8 Enter the number of M&IE Days the traveler is claiming. The maximum number of days a traveler can claim is equal to the total number of Business Days for that leg.
- 9 Enter the lodging cost based on the lodging receipt. The Actual Rate will be auto calculated based on the lodging days claimed and the cost.
- 10 For foreign legs, click on the currency image to show/hide the foreign currency converter. All fields are required for the converter. eTravel automatically converts the foreign currency amount into US dollars via OANDA.

Enter the Receipt Date, Amount and Currency. Select the foreign currency you want to convert to US currency from the drop down list.



Once inputted, the "Amount" column is uneditable. Click "Clear Fields" to reset the foreign currency converter.



- 11 Justification for excess lodging. When the lodging rate exceeds FAR, an error message will notify the user that a justification is needed. Click on the icon to enter the justification for excess lodging. Once entered, the justification cannot be edited.
- 12 The Leg ID uniquely identifies each destination. If a leg was added/deleted, the legs may not appear in numerical order as they are only numerical markers.
  - Adds a leg below the current one
  - Deletes the current destination leg
- 13 If personal time is being taken, enter the number of personal days on the leg that personal time is being taken. Once the document is calculated, the number of business days will automatically update to reflect the personal time.
- 14 Clicking "Calculate" triggers the system to calculate Business Days, sum all P/D fields, and generate the Tax Calculation section.

## Tax Calculations

TAX CALCULATIONS (show/hide) <span style="float: right;">Help</span>				
INTRA-STATE	TOTAL PER DIEM / M&IE / LODGING	NON-REPORTABLE (NON-TAXABLE)	REPORTABLE	TAXABLE
LEG ID# 1 - Hilo, Hawaii	20.00	0.00	0.00	20.00
TOTALS :	\$ 20.00	\$ 0.00	\$ 0.00	\$ 20.00
	OBJECT CODE :	4350	4351	4352

This section only displays when there is taxability. For non-taxable trips, you will not see this section at all. The system automatically does all tax calculations if you're using Itinerary Total Per Diem in the Actual Expenditures section.

## Estimated Expenditures and Attachments from the Travel Request

ESTIMATED EXPENDITURES FROM THE TRAVEL REQUEST (show/hide) 1 [VIEW TRAVEL REQUEST](#)

ITEM	LEG ID	PAYMENT METHOD	DETAIL	DAYS or MILES	X	RATE	AMOUNT
P/D: Itinerary Total							2,739.75
Mileage			40 miles	40.00		0.575	23.00
TRANS: Airfare		PersCC	Confirmation #				1,300.00
OTHER: Conf/Regis Fee		PO	Confirmation #				350.00
TRANS: Taxi		Cash/Check	Taxi taken from point A to point B				50.00
<b>TOTAL</b>							<b>\$ 4,462.75</b>
- PAID VENDOR(S)							<b>\$ 350.00</b>
<b>= BALANCE</b>							<b>\$ 4,112.75</b>

  

ATTACHMENTS

POSTED TIMESTAMP	POSTED BY	CATEGORY	DESCRIPTION	FILE	ACTIONS
There are no attachments for this travel document					

The greyed out section allows users to reference the Estimated Expenditures and Attachment section from the original Travel Request.

- 1 Click on "View Travel Request" to view the original Travel Request.

## Actual Expenditures

ACTUAL EXPENDITURES

ITEM	LEG ID#	OBJECT CODE	PAYMENT METHOD	DETAIL	DAYS or MILES	X	RATE	AMOUNT	DEL
P/D: Itinerary Total		4550						\$ 1,275.75	
P/D: Itinerary Total		4580						\$ 1,464.00	
Mileage	1	4150		40 miles	40.00		0.575	23.00	
TRANS: Airfare	1	4450	TRVLR: PersonalCC	Confirmation #				1,300.00	
OTHER: Conf/Regis Fee	1	4851	UH: PO	Confirmation #				350.00	
TRANS: Taxi	3	4480	TRVLR: Cash/Check	Taxi taken from point A to point B				50.00	
<b>TOTAL</b>								<b>\$ 4,462.75</b>	
- PAID VENDOR(S)								<b>\$ 350.00</b>	
<b>= DUE TRAVELER</b>								<b>\$ 4,112.75</b>	
- PAID TRAVELER								<b>\$ 0.00</b>	
<b>= BALANCE</b>								<b>\$ 4,112.75</b>	
OWE TRAVELER								<b>\$ 4,112.75</b>	
OWE UH									

This section is pre-filled with all expenses from the most recent Travel Request (in the case of revisions). You may edit or delete all expenses as needed to reflect Actual Expenses incurred. For Completion Revisions, all expenses from the previous Completion will be pre-filled and cannot be edited. Only new expenses can be added.

- 1 The P/D: Itinerary Total line is defaulted from the total cost in the itinerary section. You may\* delete this line and use Flat Rate Per Diem expense items instead.  
If the trip is taxable and Flat Rate P/D is used, you must complete the Itinerary section so Tax Calculations can be generated. The system derives taxable object codes using information in the Itinerary section, i.e. M&IE, Per Diem, and IRS Rates.
- 2 To add expense line(s), select from the drop down list and click "Add Expenditure".  
For each expense line, select an expense category.  
To add a mileage expenditure, select "Mileage" and click "Add Expenditure". Enter the number of miles claiming and mileage rate.
- 3 To delete an expense, click the trash can image for that row. Once a row is deleted, it cannot be undone.
- 4 For each expense line, select a payment method from the drop down list.
- 5 Optional field. Enter a description of the expense.

- 6 Represents the total cost of the trip even though some expenses are paid outside of eTravel.
- 7 The Payment Method determines which expenses are paid by the University (options prefixed with "UH") and which expenses are paid by the Traveler. All expenses paid for by UH will be summed in the "Paid Vendors" box.
- 8 Represents the sum of all Advances paid to the Traveler to date.
- 9 Represents the amount outstanding. If this value is greater than 0, the same amount will appear in the "Owe Traveler" line. If this value is less than 0, the same amount will appear in the "Owe UH" line.
- 10 Click "Calculate" to generate totals. This does NOT save the data to the database. You must hit the Save button at the bottom to save your work.
- 11 This icon will appear for "Mixed" travel. Click on this image to show/hide the foreign currency converter. All fields are required for the converter. eTravel automatically converts the foreign currency amount into US dollars via OANDA.

Enter the Receipt Date, Amount and Currency from the drop down list. Select the foreign currency you want to convert to US currency.

Once inputted, the "Amount" column is uneditable. Click "Clear Fields" to reset the foreign currency converter.

- 12 For Mixed Destination travel (combination of Intra-State, U.S., Foreign), the Leg ID# is required for each expense. The system needs to know which destination the expense is associated with to assign the correct object code.

## Attachments

All supports relating to the travel (itineraries, conference materials, invite letters, receipts, quotes, etc.) are attached in this section. All original documentation will be retained by the department/business office/etc.

- 1 From the drop down list, select the category for the attachment.
- 2 Use the description field to add specific information regarding the attachment.
- 3 Click on "Browse" to locate the file on your hard drive. Once the file is located, click "Add". To delete an attachment, click on the trash can. Once deleted, it will have to be reattached. Attachments can be reordered by dragging and dropping line items into the desired order.

## Account Information – Percentage Option

ACCOUNT INFORMATION - BY PERCENTAGE OPTION (FOR OWE TRAVELER AMOUNT) VIEW ACCOUNT VALIDATION <sup>2</sup> Help

CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.	% SPLIT	ACCOUNT TITLE	RESP PERSON	FO CODE	AMOUNT	
UH - Manoa	2263212		50 %	TELEPHONE - OPERATING ACCOUNT	YOSHIMI, GARRET	066	2,056.37	
UH - System	2269912		50 %	TFSF-KUALI PROJECT (IMPLEMENTATION)	YOSHIMI, GARRET	066	2,056.38	
UH - System								
UH - System								
UH - System								
							<b>TOTAL</b>	<b>\$ 4,112.75</b>

Buttons: Calculate, Clear Accounts

Used only if the total cost can be split across a maximum of FIVE (5) accounts by percentage. If only one account is being used, eTravel will default to the Percentage option.

- 1 Using the dropdown, select the Campus Code of the account being used. Enter the account and sub account number, if applicable.
- 2 Enter the percentages for each account being used. Sum must equal 100%.
- 3 Click "Calculate" to trigger account validations against KFS. Account warnings will display but the system will not restrict the use of invalid accounts because travel may be reconciled after the fiscal year ends for a trip that occurred in the previous fiscal year.
- 4 The Balance amount from the Actual Expenditure section (which is also the Owe Traveler amount) will be automatically distributed across accounts based on the percentages entered.
- 5 Total will equal the Owe Traveler amount in the Actual Expenditures section.

## Account Information – Fixed Amount

ACCOUNT INFORMATION - FIXED AMOUNT OPTION (FOR OWE TRAVELER AMOUNT) VIEW ACCOUNT VALIDATION <sup>2</sup> Help

CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.	ACCOUNT TITLE	RESP PERSON	FO CODE	AMOUNT	
UH - Manoa	2263212		TELEPHONE - OPERATING ACCOUNT	YOSHIMI, GARRET	066	2,056.37	
UH - System	2269912		TFSF-KUALI PROJECT (IMPLEMENTATION)	YOSHIMI, GARRET	066	2,056.38	
UH - System							
UH - System							
UH - System							
						<b>TOTAL</b>	<b>\$ 4,112.75</b>

Buttons: Calculate, Clear Accounts, Add Accounts

- 1 Using the dropdown, select the Campus Code of the account being used. Enter the account and sub account number, if applicable.
- 2 User must input flat dollar amounts by account code.
- 3 Click "Calculate" to trigger account validations against KFS. Account warnings will display but the system will not restrict the use of invalid accounts because travel may be reconciled after the fiscal year ends for a trip that occurred in the previous fiscal year.
- 4 User may add accounts as needed.
- 5 Total will equal the Owe Traveler amount in the Actual Expenditures section.

## Account Information – Manual

TOTALS BY OBJECT CODE <small>(show/hide)</small>				1	2
DESTINATION	EXPENSE	OBJECT CODE	AMOUNT		
US	MILEAGE, NON-REPORTABLE	4150	23.00		
US	TRANSPORTATION, NON-REPORTABLE	4450	1,300.00		
FOREIGN	TRANSPORTATION, NON-REPORTABLE	4480	50.00		
US	PER DIEM, NON-REPORTABLE	4550	1,275.75		
FOREIGN	PER DIEM, NON-REPORTABLE	4580	1,464.00		
			<b>TOTAL</b>		<b>\$ 4,112.75</b>

  

OWE TRAVELER ACCOUNT INFORMATION								3	4	5
CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.	ACCOUNT TITLE	RESPONSIBLE PERSON	FO CODE	OBJECT CODE	DEBIT AMOUNT	DEL		
UH - System										
UH - System										
UH - System										
UH - System										
UH - System										
							<b>TOTAL</b>		<b>\$ 0.00</b>	

- 1 This section displays only for the Manual Accounting option. It's a consolidated list of expenses by destination and object code to assist users in assigning expenses to accounts. Click any column header to re-sort the list by that field.
- 2 User must input all account information and object code information to make payment to the Traveler. The consolidated list of object codes must equal the Owe Traveler account information.
- 3 Click "Calculate" to trigger account validations against KFS. Account warnings will display but the system will not restrict the use of invalid accounts because travel may be reconciled after the fiscal year ends for a trip that occurred in the previous fiscal year.
- 4 There are no account restrictions on the number of accounts that can be used. User may add or delete accounts as needed. To delete a line, click on the trash can.
- 5 Total here must equal the Owe Traveler amount in the Actual Expenditures section.

## Owe Traveler Account Information

OWE TRAVELER ACCOUNT INFORMATION								Help	
CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.	ACCOUNT TITLE	RESPONSIBLE PERSON	FO CODE	OBJECT CODE	DEBIT AMOUNT		
MA	2263212		TELEPHONE - OPERATING ACCOUNT	Yoshimi, Garret	066	4450	780.62		
MA	2263212		TELEPHONE - OPERATING ACCOUNT	Yoshimi, Garret	066	4550	1,275.75		
SW	2269912		TFSF-KUALI PROJECT (IMPLEMENTATION)	Yoshimi, Garret	066	4150	23.00		
SW	2269912		TFSF-KUALI PROJECT (IMPLEMENTATION)	Yoshimi, Garret	066	4450	519.38		
SW	2269912		TFSF-KUALI PROJECT (IMPLEMENTATION)	Yoshimi, Garret	066	4480	50.00		
SW	2269912		TFSF-KUALI PROJECT (IMPLEMENTATION)	Yoshimi, Garret	066	4580	1,464.00		
							<b>TOTAL</b>	<b>\$ 4,112.75</b>	

This section displays only if the Traveler is due a reimbursement. With the "By Percentage" or "Fixed Amount" option, the system automatically determines the amount the traveler is to be paid and from which accounts.

## JV to Reverse Advance and Reclassify Actual Expenses – Owe Traveler

JV TO REVERSE ADVANCE & RECLASSIFY ACTUAL EXPENSES

VIEW ACCOUNT VALIDATIONS 

CREDIT ADVANCE					DEBIT ACTUAL EXPENSES				
CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.	ADVANCE OBJECT CODE	CREDIT AMOUNT	CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.	EXPENSE OBJECT CODE	DEBIT AMOUNT
MA	2263212		4501	1,000.00	MA	2263212		4550	1,000.00
SW	2269912		4501	930.00	SW	2269912		4450	930.00
SW	2269912		4501	276.25	SW	2269912		4550	276.25
				\$ 2,206.25					\$ 2,206.25
<b>OWE TRAVELER</b>									
					SW	2269912		4150	23.20
					SW	2269912		4550	55.00
									\$ 78.20

This section displays only if the Traveler Advance did not cover the full amount of all expenses. The Traveler is owed the amount of Actual Expenses that exceeded the Travel Advance. The credit and debit sections to reverse the Advance from object code 4501 to actual expense object codes will always use the account codes from the Advance. New accounts will only be applied to the Owe Traveler section.

## JV to Reverse Advance and Reclassify Actual Expenses – Owe UH

JV TO REVERSE ADVANCE & RECLASSIFY ACTUAL EXPENSES

VIEW ACCOUNT VALIDATIONS 

CREDIT ADVANCE					DEBIT ACTUAL EXPENSES				
CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.	ADVANCE OBJECT CODE	CREDIT AMOUNT	CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.	EXPENSE OBJECT CODE	DEBIT AMOUNT
MA	2263212		4501	1,275.75	MA	2263212		4550	1,275.75
MA	2263212		4501	807.12	MA	2263212		4580	807.12
SW	2269912		4501	23.20	SW	2269912		4150	23.20
SW	2269912		4501	1,350.00	SW	2269912		4450	1,350.00
SW	2269912		4501	29.46	SW	2269912		4480	29.46
SW	2269912		4501	474.62	SW	2269912		4580	474.62
				\$ 3,960.15					\$ 3,960.15
<b>OWE UH</b>									
					SW	2269912		4501	205.60
				\$ 205.60					

ADVANCE DEPOSITS

DOCUMENT ID	ACTIONS
<input type="text"/>	<a href="#">Add</a>

This section displays only if the travel advance exceeded total expenses. The Traveler owes UH the amount equal to the Advance minus Actual Expenses. The user does not have to input any account codes because the account codes used for the Travel Advance will automatically be used.

Enter the KFS document number for the Advance Deposit (AD) in the Advance Deposits section.

## JV to Reverse Advance and Reclassify Actual Expenses – Even Money

JV TO REVERSE ADVANCE & RECLASSIFY ACTUAL EXPENSES

VIEW ACCOUNT VALIDATIONS 

CREDIT ADVANCE					DEBIT ACTUAL EXPENSES				
CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.	ADVANCE OBJECT CODE	CREDIT AMOUNT	CAMPUS	ACCOUNT NO.	SUB ACCOUNT NO.	EXPENSE OBJECT CODE	DEBIT AMOUNT
MA	2263212		4501	1,000.00	MA	2263212		4550	1,000.00
SW	2269912		4501	900.00	SW	2269912		4450	900.00
SW	2269912		4501	306.25	SW	2269912		4550	306.25
				\$ 2,206.25					\$ 2,206.25

This section displays only if the travel advance was equal to the amount of actual expenses. In this case, the user does not have to input any account codes because the JV section is strictly to reverse the amounts from object code 4501 to actual expense object codes.

## Comments

COMMENTS  more chars

Optional section for departments to enter comments relating to the travel document. Limited to 2,000 characters. Comments can be read and edited by everyone who has access to the document.

## Route Log

TRANSACTION LOG (show/hide)

View Route Logs 1

ACTION	TIMESTAMP	USER
APPROVED	04/06/2021 05:08:05 PM	
APPROVED	04/06/2021 04:53:21 PM	
SUBMITTED	04/06/2021 04:24:57 PM	
CREATED	03/29/2021 09:44:26 AM	

ID: 1097992 hide

<b>Title</b>	COMPLETION ( ) for	
<b>Type</b>	Travel Completion	<b>Created</b> 12:22 PM 04/16/2021
<b>Initiator</b>		<b>Last Modified</b> 12:22 PM 04/16/2021
<b>Route Status</b>	ENROUTE	<b>Last Approved</b>
<b>Node(s)</b>	Traveler	<b>Finalized</b>

2

**Actions Taken** 3 hide

Action	Taken By	For Delegator	Time/Date	Annotation
COMPLETED			12:22 PM 04/16/2021	routed document

**Pending Action Requests** 4 hide

Action	Requested Of	Time/Date	Annotation
IN ACTION LIST APPROVE	(traveler)	12:22 PM 04/16/2021	

**Future Action Requests** 5 hide

Action	Requested Of	Time/Date	Annotation
PENDING APPROVE	(review)	04:53 PM 04/19/2021	
PENDING APPROVE	(FA for account MA-2300595) (FA for account MA-2300595) (FA for account MA-2300595)	04:53 PM 04/19/2021	

The Route Log shows the current status of the document. Document routes as follows:  
PREPARER ➔ TRAVELER ➔ BUSINESS OFFICE ➔ ACCT SUP ➔ FA

- 1 Click on "Route Log" to view log.
- 2 Travel document details.
- 3 Shows actions that have already been completed.
- 4 Shows where the document currently is.
- 5 Shows where the document will route.

## Action Buttons

Save Submit

Review

Approve Deny Delete Voucher Release

Email Print Print UHF Form Print Taxability

- 1 SAVE - Saves the document. The Tdoc number is generated when the document is saved for the first time.
- 2 SUBMIT - Submits the document for approvals. Once the document has been submitted, the status changes to "Routing for Approvals." By clicking the submit button, the traveler is certifying the following:  
"By submitting this travel completion, I as the traveler, am certifying that all expenses claimed in

this report have been incurred and expended for the purpose of the above mentioned travel, in accordance with applicable policies and procedures, federal rules and regulations, and applicable State laws.”

- 3 REVISE - Revises the documents and creates a revision doc.
- 4 APPROVE - Approves the document and automatically routes to the next approver.
- 5 DENY - Denies the document back to the preparer and changes document back to “In Process” status. The user must notate why the document is being denied in a pop up dialog box. Contents of the dialog box will automatically be added to the comments section.
- 6 DELETE - Travel requests can be deleted while the document is “In Process.” Once deleted, the document is no longer accessible in eTravel.
- 7 VOUCHER - Disbursing use only. Used when a travel advance is issued and the completion is submitted with zero owed to the traveler. It clears the travel advance and completes the travel document.
- 8 RELEASE - Disbursing use only. Releases the document for payment processing.
- 9 EMAIL - Enter email address to email the document.
- 10 PRINT - Prints the document.
- 11 PRINT UHF FORM - The UHF form is used for UH/UHF dual payments. Print and complete UHF “coversheet” for UHF processing.
- 12 PRINT TAXIBILITY - Prints DISB 4-C, Per Diem/M&IE/Lodging Tax Calculation Worksheet.