Pulmonary & Critical Care Medicine
Electronic Routing and Approval Workflow:

Traveler

Provides receipts, Travel Reimbursement Form and backup documentation to Preparer

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Preparer

Initiates ER on eTravel website (can be same as Traveler) and forwards hardcopy ER and original receipts to Compliance Approver

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Compliance Approver/Funding Approver

Collects hardcopy ER and original receipts; reviews for accuracy and completeness; maintains copy of paper for BAR reconciliation.

Logs into eTravel and verifies financial budget information; approves/denies request

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Traveler

Logs into eTravel and verifies accuracy/completeness of final ER; approves/denies request

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UW Travel Office

Waits for hardcopy ER and original receipts to arrive; reviews record for accuracy and completeness; logs into eTravel and approves request as needed - Check sent to traveler within one week