

# ETRAVEL ENHANCEMENTS & CHANGES TO A8.851

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**Effective May 1, 2017**

**Business Office Review**

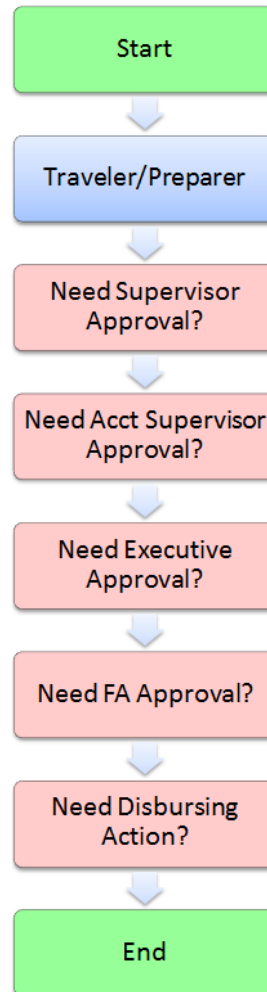
**Viewing Standard**

**Significant Changes**

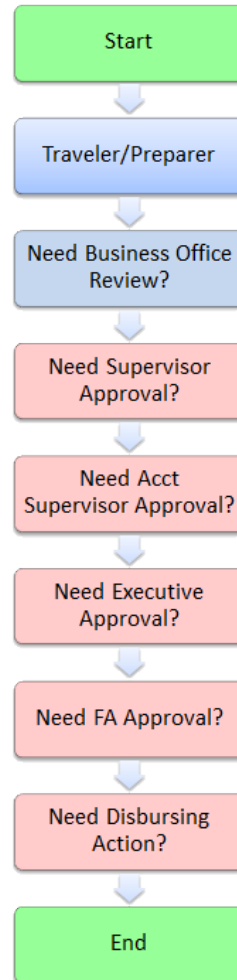
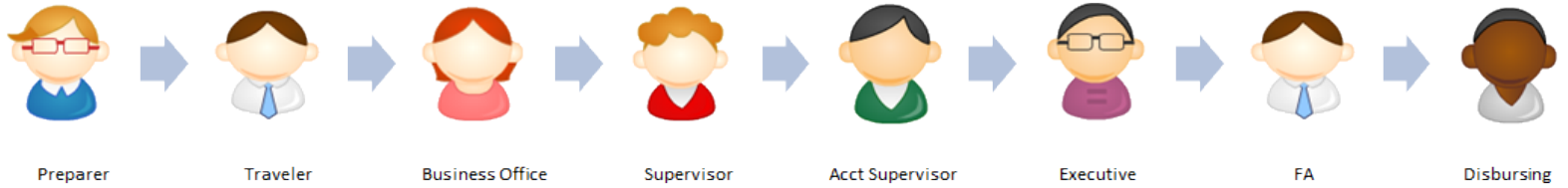
**Sanctioned Countries**

# Business Office Review

# Current Workflow

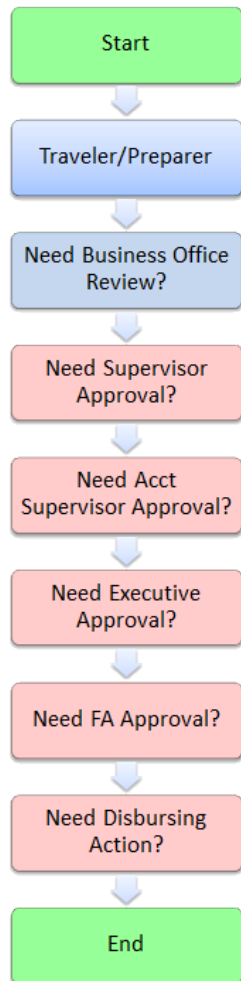
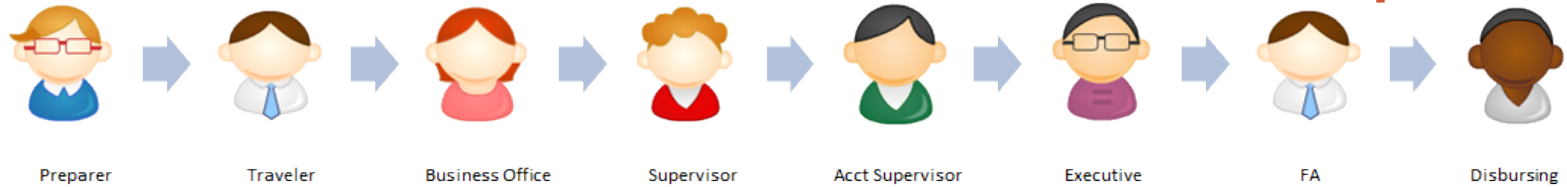


# New Workflow



Editable

# Business Office Review Step



- Business Office Review step has been added
- Members of the Business Office Access group indicated on the travel document can view and edit all fields including:
  - Account codes
  - FAR
  - Dollar amounts
- Members of the Business Office Access group can be edited in Profiler
- Once the travel document has been approved by the Business Office, the document becomes uneditable and routes accordingly

# Viewing Standard

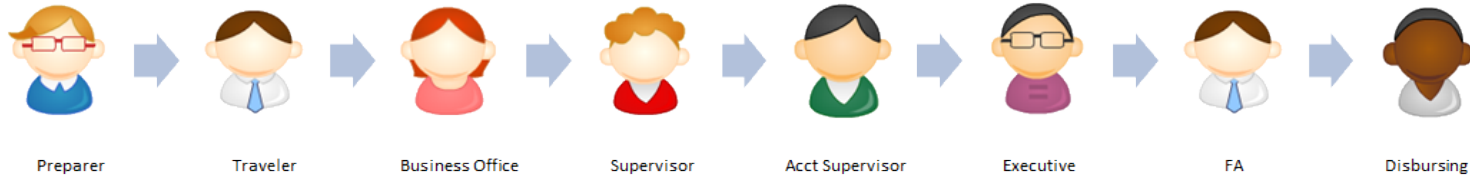
# Current Viewing Standard



- Preparer
- Traveler
- Anyone associated with the “Business Office Access” group indicated on the travel document can view the document

TRAVEL COMPLETION		STEP 2 : COMPLETE FORM <a href="#">?</a> <a href="#">Help</a>	
TRAVELER	: STAFF, TEST <a href="#">(VIEW PROFILE)</a>	DOCUMENT NO.	: T698877 REVISION:
UH NUMBER	: 11668132	BARGAINING UNIT : 07	DOCUMENT TYPE : COMPLETION
	: EFT : <input type="checkbox"/>	PAYROLL NO. : 0	STATUS : IN PROCESS
POSITION	: 0012345 - IT Specialist	PROCESS VIA	: UH Disbursing Office
DIVISION	: AA	DESTINATION	: IntraState, Same Day
BRANCH / DEPT	: 105	ACCOUNTING METHOD	: By Percentage
BUS. OFC. ACCESS	: 00066 - Info Tech Services	CREATED	: 01-24-2017 by Staff Teststaff
DOCUMENT FD CODE	: 00066	LAST MOD (FIELD)	:
PRIMARY CATEGORY	: Research	LAST MOD (DISB)	:

# New Viewing Standard



- Preparer
- Traveler
- Anyone associated with the “Business Office Access” group indicated on the travel document can view the document
- The business office associated with the FO account(s) being used



# How to Edit - Business Office

- In Profiler, the lead FO can edit the business office members
  - “Lead FO” defined as the lead FO listed on the most recent effective account
- To update, click on Fiscal Office Groups and Group Members

## Main Menu

### My Profiles

- [My User Profile](#)  
(Name, RACFID, Travel Preferences)
- [My Position Profile](#)  
(Contact Info, App Info, Preparers, Backup Approvers)
- [Position Profile Manager](#)  
(Add, Delete, Change Profile Position Numbers)
- [My Supervisory Hierarchy](#)

### People Who Delegated to Me

- [As a Preparer...](#)

### Tools

- • [Fiscal Officer Groups and Group Members](#)
- [Personnel Officer Groups and Group Members](#)
- [EACs and Descriptions](#)
- [Supervisory Hierarchies](#)

### Help

- [Summary of Changes from Previous Release](#)  
(Opens a separate page)
- [Application Overview & How-To](#)  
(Downloads a PDF file)

# How to Edit - Business Office

- Add/delete members of the business office by UH Username

Group FO Code & Lead FO: \*

Group Name: \*

Org Affiliation: \* UH - Manoa

### FO Group Members

#### By FO Code

Members by FO Code have the same fiscal authority as the Lead FO. They may also edit membership of this group.

FO Code	Name	Delete
(none)		

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#### By UH Username

Members by UH Username have the same fiscal authority as those with FO Codes, but they cannot edit group membership.

UH Username	Name	Delete
		<input type="checkbox"/>
		<input type="checkbox"/>

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#### Departmental Preparers

Departmental Preparers have access to prepare and audit all fiscal documents but cannot approve as an FO.

UH Username	Name	Delete
(none)		

# Significant Changes

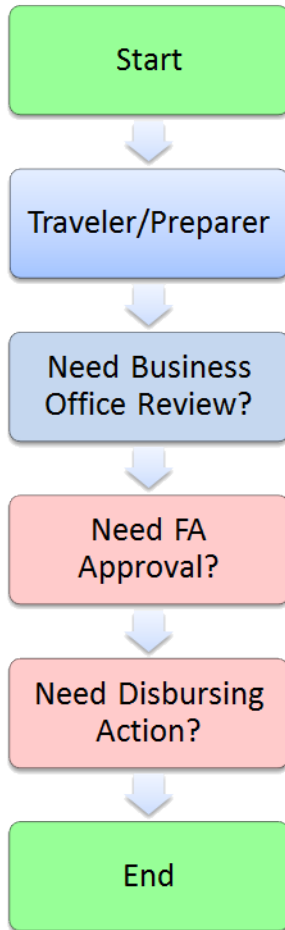
# Definition of a "Significant Change"

- A significant change is when any of the following criteria are met between the request and completion:
  - Increase of 15% or more to the Owe Traveler amount OR increase of \$75 or more
  - Change in Process Via
  - Change in Destination

DOCUMENT NO.	: T573118	REVISION:	
DOCUMENT TYPE	: COMPLETION		
STATUS	: APPROVED	(View Route Log)	
PROCESS VIA	: UH Disbursing Office		
DESTINATION	: Out-of-State, Foreign (OCONUS)		
ACCOUNTING METHOD	: By Percentage		
CREATED	: 08-09-2016	by Alison Romero	
LAST MOD (FIELD)	: 09-20-2016	by Marga Stubblefield	
LAST MOD (DISB)	:		

- Change in Account Code(s)
- Change in distribution between accounts used (Request vs. Completion)
- Change of a day or more in calculated days

# New Workflow Without Significant Changes

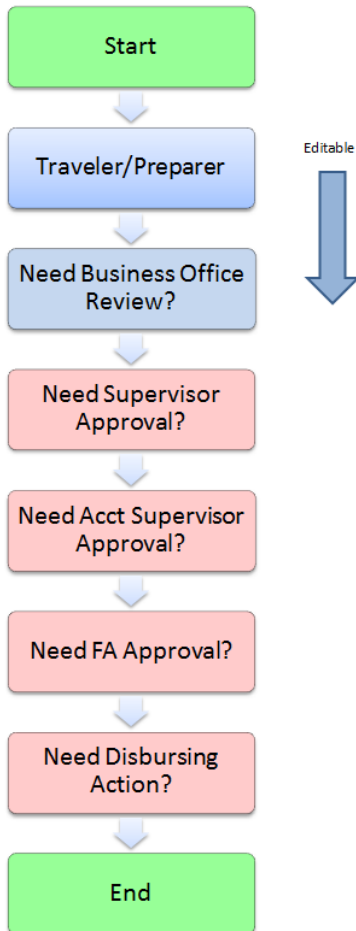


Editable



- If there are no significant changes between the request and completion, the completion will not route to the supervisor or account supervisor for approval

# Workflow With Significant Changes



- If there is a significant change between the request and completion, the completion will route as usual

# Sanctioned Countries

# Travel to Sanctioned Countries

- The traveler's supervisor must notify the UH Office of Export Controls ("UH OEC") when employee's destination(s) includes sanctioned countries.
  - Refer to the Office of Foreign Assets Controls Sanctions Programs and Country Information for list of current sanctioned countries.

TRIP INFO	
Travel Dates : From : <input type="text"/> To : <input type="text"/>	<p>The following will be added in <b>BOLD RED</b> font in the Destination section of the travel request: Travel to a sanctioned country (i.e. Cuba, Iran, North Korea, Sudan, or Syria) may require prior approval from the U.S. Government. Please consult with the UH Office of Export Controls (<a href="http://www.hawaii.edu/research/contact-oec/">http://www.hawaii.edu/research/contact-oec/</a>) to assist in making an appropriate evaluation before arranging to travel to a sanctioned destination.*</p>
Destination : (where costs incurred)	<p>Destinations determine travel expense object codes, i.e. there's a different set of object codes for Intra-State travel, U.S. travel, and Foreign travel. Therefore, select "Mixed Destination" only when travel costs are incurred at two or more different destinations, i.e. combination of Intra-State, U.S., Foreign.</p>
Itinerary Type :	<ul style="list-style-type: none"><li>• Determines number of destination legs in the itinerary.</li><li>• The Itemized itinerary allows entering all connecting stops, which may help locate travelers during remote emergencies.</li></ul>

- Individuals traveling to sanctioned countries must coordinate their travel and activities with the UH OEC.
  - Refer to EP 12.218 - Compliance with United States Export Control Laws and Regulations.



# Thank You!

For eTravel inquiries:

[etravel-help@lists.hawaii.edu](mailto:etravel-help@lists.hawaii.edu)

For technical problems:

[etravel-tech@lists.hawaii.edu](mailto:etravel-tech@lists.hawaii.edu)