

Kapiolani Community College
Business Office
Standard Operating Procedures for eTravel

- Employee (traveler) wishes to travel; traveler obtains pre-approval from supervisors and account supervisor(s) via email.
 - Email should include:
 - Purpose of travel
 - Travel dates and destination
 - Breakdown of estimated costs
 - Traveler/Department Support Staff prepares the eTravel Request Document and arranges/books expenses.
 - Traveler/Department Support Staff attaches all finalized documents to the eTravel Request Document.
 - Pre-approval email
 - Airfare confirmations
 - Hotel/lodging
 - Car rental
 - Conference registration fee
 - Parking
 - Meeting agenda
 - Etc.
 - Traveler/Department Support Staff submits the eTravel Request Document online and prints a hard copy and forwards to the Business Office for review.
 - Business Office receives the documents and reviews the travel request for accuracy and follows up as necessary.
 - Business Office “approves” the eTravel Request Document online.
 - eTravel request document will route appropriately.
 - Business Office “approves” and finalizes eTravel Request Document then files the finalized eTravel Request Document.
 - For eTravel Request + Advances, Disbursing will finalize and advance funds.
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- Traveler returns from trip. (Travel Completion)
 - Traveler/Department Support Staff prepares the eTravel Completion Document.
 - Traveler/Department Support Staff attaches all receipts to the eTravel Completion Document.
 - Traveler/Department Support Staff submits the eTravel Completion online.
 - Traveler/Department Support Staff forwards original receipts and hard copy eTravel Completion Document to the Business Office for review. (Please tape odd shaped receipts to a blank paper.)
 - Business Office receives the original receipts.
 - Business Office reviews eTravel Completion Document for accuracy and follows up as necessary.
 - Business Office “submits” the eTravel Completion Document online.
 - eTravel Completion Document will route appropriately.
 - Business Office “approves” and finalizes eTravel Completion Document then files the original receipts.
 - Disbursing will finalize and reimburse the traveler, if any reimbursement is forthcoming.