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.

- 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.

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