

**From:** controllers\_office-bounces@lists.wsu.edu on behalf of controllers\_office@lists.wsu.edu  
**Sent:** Wednesday, November 05, 2014 5:00 PM  
**To:** controllers\_office@lists.wsu.edu  
**Subject:** [Controllers\_office] An important announcement regarding travel reimbursement processing  
**Attachments:** ATT00002.txt

To all members of the Controller's Office Mail List:

As of January 5, 2015, we will require that all employee travel reimbursements be processed electronically. Those departments who haven't been participating in electronic forms processing will have several opportunities to receive e-forms training between now and January 5, 2015. Training will continue to be offered by Procedures, Records, and Forms.

- For Pullman employees, a schedule of those trainings can be found by clicking [here](#) and searching "Electronic Forms System Training." We will watch enrollments and will add more sessions as necessary.
- Employees at non-Pullman locations may directly contact Procedures, Records, and Forms ([prf.forms@wsu.edu](mailto:prf.forms@wsu.edu)) to schedule online or in-person training sessions.

Here are a few other things to keep in mind:

- Even though the system does not have the capability to electronically route non-employee travel reimbursements, we recommend that you use the E-Forms System to create your TEV, and then print and route the manually-signed form to Travel Services for review and payment.
- Procedures, Records, and Forms has created reference materials for the WSU E-Forms system, which can be accessed by visiting the following website:  
  
<http://public.wsu.edu/~forms/eforms.html> - Refer to the "Help" section on the right on side of the page.
- Travel Services will continue to offer general travel training. A schedule of those trainings can be found by clicking [here](#) and searching "Travel: Basic Forms and Procedures." These training sessions are available to all users across all locations.

Those with questions regarding the electronic Travel Expense Voucher are encouraged to call the Office of Procedures, Records, and Forms at 509-335-2005 or Travel Services at 509-335-2034.