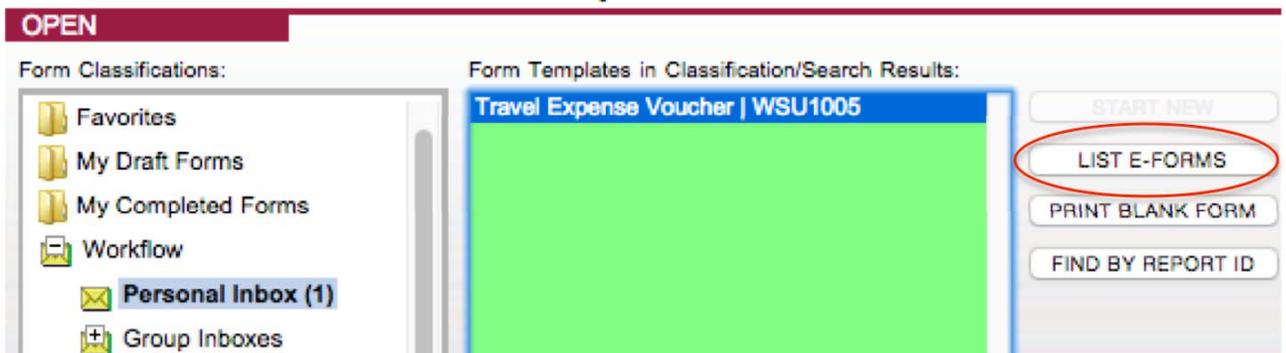


TRAVELER'S BASIC GUIDE TO REVIEWING AND SIGNING E-TEV FORMS

(For more detailed instructions, refer to E-Form Guide for TEV Signers at <http://public.wsu.edu/~forms/E-Guides/E-FormsForSigners.pdf>)

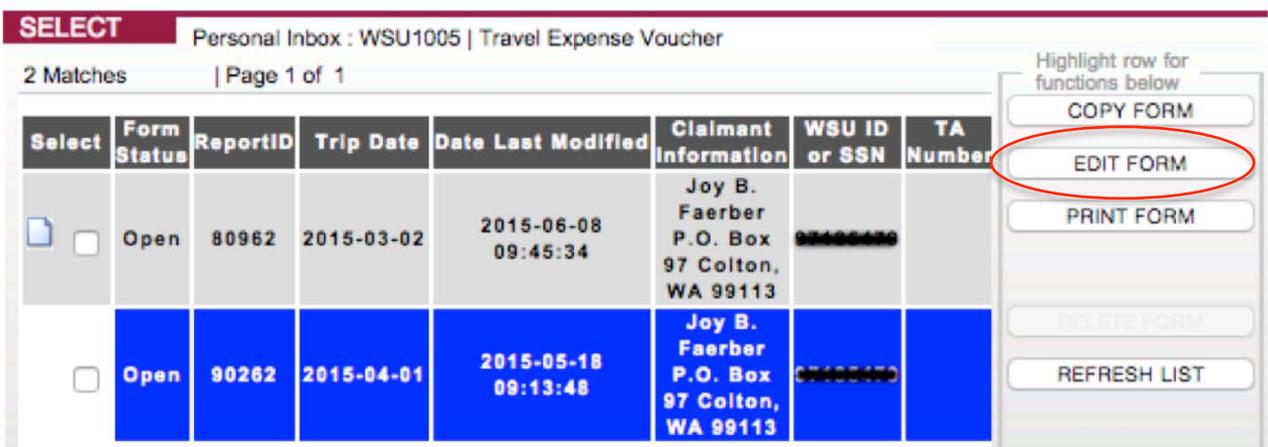
1. Log into E-Forms System at: <http://public.wsu.edu/~forms/eforms.html>
2. At the *Client Homepage* navigate to the **Personal Inbox** within the **Workflow** folder.
3. Highlight **Travel Expense Voucher | WSU1005**.
4. Click on **List E-Forms** button.



5. At the *List Saved E-Forms* page, locate the E-Form that needs your review and signature, and click on the word **Open** in the second column. The row will then turn blue.

NOTE: Do not click on the box in the first column.

6. Click on **Edit Form**.



7. Review TEV to insure all the information is correct.

8. Click on **Claimant Sign** button at bottom of TEV.

CERTIFICATION AND APPROVAL Check if additional signatures are required. See page 2.

I certify, under penalty of perjury, that the travel listed above was official University business and that expenses listed were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. Other than as described above, I have not received nor will I receive other reimbursement for these expenses.

| | | | |
|----------|-----------------------|----------------|-------------------------------------|
| X | CLAIMANT'S SIGNATURE | E-MAIL ADDRESS | TYPED NAME OF CLAIMANT |
| X | TRAVELER'S SUPERVISOR | E-MAIL ADDRESS | TYPED NAME OF SUPERVISOR |
| X | EXPENDITURE AUTHORITY | E-MAIL ADDRESS | TYPED NAME OF EXPENDITURE AUTHORITY |

[sit](#) **Claimant Sign**

The current date, your WSU username, and your name will then appear on the Claimant's Signature line.

CERTIFICATION AND APPROVAL Check if additional signatures are required. See page 2.

I certify, under penalty of perjury, that the travel listed above was official University business and that expenses listed were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. Other than as described above, I have not received nor will I receive other reimbursement for these expenses.

| | | | |
|----------|-----------------------|----------------------------|-------------------------------------|
| X | Signature On File | 06/08/2015 faerber@wsu.edu | Joy Faerber |
| X | CLAIMANT'S SIGNATURE | E-MAIL ADDRESS | TYPED NAME OF CLAIMANT |
| X | TRAVELER'S SUPERVISOR | E-MAIL ADDRESS | TYPED NAME OF SUPERVISOR |
| X | EXPENDITURE AUTHORITY | E-MAIL ADDRESS | TYPED NAME OF EXPENDITURE AUTHORITY |

Claimant Remove

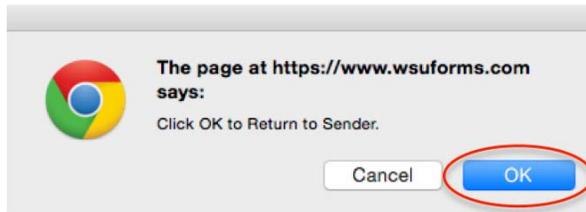
Returning the signed e-TEV.

If you are returning the TEV to the same person that sent it to you, you may use the **Return to Sender** button (Option A).

If you are sending the TEV on to someone else, you must use the **Submit to Workflow** button (Option B).

Option A: Click on **Return to Sender** button that is below the TEV in the browser window.

The screenshot shows a web form for a TRAVELER'S SUPERVISOR EXPENDITURE AUTHORIZATION. It includes a header with a table, a list of codes (04 AA, 04 AF, 04 AW), and a 'Claimant Remove' button. Below the form, there are several buttons: 'Attach Files', 'List Files', 'Submit to Workflow', 'Return to Sender' (circled in red), and 'Save Draft'.



Click on **OK** at the two confirming dialogue boxes that follow.

The dialog box has a title bar that says "Return to Sender". It contains a text area with the prompt "Type comments here." and two buttons at the bottom: "OK" (circled in red) and "Cancel".

You may type comments to the sender in the second box.

YOU ARE DONE!

Option B: Click on **Submit to Workflow** button that is below the TEV in the browser window.

TRAVELER'S SUPERV
X
EXPENDITURE AUTHC
Claimant Remove
Create/Edit Direct Deposit
Requiring that non-WSU individuals requesting nontravel payment from WSU disclose social security numbers. If required, WSU will use disclosed social security numbers for IRS reporting purposes only.

Attach Files **Submit to Workflc** Return to Sender Save Draft
List Files

At the *Inbox Workflow* page type the WSU username or email of the person you wish to send the signed TEV to in the **Send to Personal Inbox of E-Forms Client User ID** box.

Click the **Add** button. The person's WSU user ID will show up in the **Selections** box.

PERSONAL INBOX
Submit Your Form to Individual(s).
Send to Personal Inbox of E-Forms Client User ID:
dbartl
Include comments:
ADD
REMOVE
Selections:
dbartl

Click on the **Submit to Workflow** button at the bottom of the window.

Save your workflow selections and they will be available next time. SAVE CANCEL
Submit Your Form to Individual(s) or Group Inbox(s) **SUBMIT TO WORKFLOW**

After you click on the **Submit to Workflow** button, the recipient's user ID should disappear from the **Selections** box. The signed E-TEV form should now be in the recipients **Personal Inbox** in their **Workflow** folder.

YOU ARE DONE!