UH eTravel System
Electronic Approval Instructions for Supervisors, Principal Investigators, and Executive Authority

1. Effective April 1, 2015, UH eTravel documents will route electronically for approval. You may receive an email notification similar to the following alerting you of a travel document pending your review and approval. Click on the link in the email to access the travel document.

2. If prompted, enter your UH Username and Password. Click the “Log In” button.
3. Click the “View Route Log” link to display past, current, and future actions taken or to be taken on the travel document.

4. Review the travel document. If you wish to route the document to another individual who is not in the Route Log, enter the UH Username of the desired recipient and press the “AdHoc Route” button.

5. If changes are needed, click the “Deny” button.
6. In the 'Deny Travel Document' prompt, enter comments, additional email addresses (as needed), and click the “Continue” button. The document will return to the Preparer for editing. Comments will be added to the “Comments” section of the travel document.

7. If the document is ok, click the “Approve” button.

8. Click the “Logout” button in the top right-hand corner.

9. Your review/approval action is completed. Mahalo!
10. Travelers should be advised that they may receive the following email notifications.

a. Outstanding Travel Advances:

i. **1st Notice:** 45 calendar days

ii. **2nd Notice:** 55 calendar days

b. Outstanding Travel Completions:

i. **1st Notice:** 30 calendar days