



DOEE Travel & Training

E-Approval for All Travel Types

DOEE is moving to an entirely electronic routing and approval process for Travel and Training Requests to reduce paperwork and paper waste. Under the new system, all requests will be submitted via QuickBase and then routed for electronic signature. Pilot testing is currently underway to ensure the best experience for DOEE employees.

Benefits of the new e-routing and approval system:

- **Auto-Populating Fields:** The Personal Profile stores your basic information (name, title, contact information, etc.) so it can automatically be entered on your forms.
- **No More Guessing:** Never again wonder whether your packet is complete. Answering questions about your request will create a customized form with fields for all required information and attachments.
- **Just One Form:** Rather than filling out the same information on several forms, enter your information in one online form and it will automatically populate in all of the required forms for your request.
- **Automated Calculations:** All you have to do is enter the cost and tax (if applicable) for each item (e.g., registration, airline ticket, hotel, etc.) and the Operations App will total the items.
- **E-Routing:** Based on the information you enter, your request will automatically be routed to your supervisors, Operations Services, and Finance for approval. No paper packet to get lost in the shuffle.
- **In-Form Links to Relevant Information:** No more googling for the GSA website -- links to GSA Per Diem pages, maps, and more are available in the form.

If you would like to participate in the e-approval pilot, please contact [Norah Hazelton](#) to learn more.