E-Travel Deployment Procedure

E-Travel is now being deployed across the University of Ottawa. All faculties and services must deploy E-Travel no later than December 31, 2016.

Faculties and services must follow these steps to deploy E-Travel.

1- The Chief Administrative Officer (CAO) schedules a readiness assessment meeting with E-Travel Implementation Manager Jodie McLeod (jmcleo2@uottawa.ca) to gather and share information, and discuss the deployment date, training requirements, administrative processes and the roles the organization will take on (i.e., Banner Payer becomes the E-Travel Champion and Compliance Officer).

2- Prior to the meeting, the CAO and the administrative team review the following information on the E-Travel page:
   - All demonstration videos
   - User Guides: Administrative Procedure for Submitting an Expense, Main Roles in E-Travel

3- At the readiness assessment meeting, the participants clarify roles and select a deployment date. The CAO announces the deployment, and communicates relevant information, to the service or faculty (the E-Travel Project Team will provide samples).

4- The E-Travel Project team configures the system based on the roles established at the readiness assessment meeting.

5- The CAO informs the faculty or service of any changes to internal procedures.

6- Leadership, Learning and Organizational Development (CADO) provides weekly training. Training prior to deployment is mandatory for compliance officers and Banner approvers. Travellers may choose to attend the deployment training, use the online material, or attend Getting Started with E-Travel, a regularly scheduled training course.
The following table provides links to register for the training offered to faculties or services deploying the new system:

<table>
<thead>
<tr>
<th>Deployment Training</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>June deployment training</td>
<td>June 1, June 8, June 15, June 22, June 29</td>
</tr>
<tr>
<td>July deployment training</td>
<td>July 6, July 13, July 20, July 27</td>
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<tr>
<td>August deployment training</td>
<td>August 3, August 10, August 17</td>
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<tr>
<td>September deployment training</td>
<td>September 7, September 14, September 21, September 28</td>
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<tr>
<td>October deployment training</td>
<td>October 5, October 12, October 19, October 26</td>
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<tr>
<td>November deployment training</td>
<td>November 2, November 9, November 16, November 23, November 30</td>
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</tbody>
</table>

**NOTE:** The Project Team is available to attend any departmental meetings to answer questions about the deployment, and to provide tailored demonstrations or additional service- or faculty-specific training.

We welcome your comments or questions; please feel free to contact us.

Sincerely,

E-Travel Project Team

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