TREQ: Travel & Requisitions is an online Web-Based Procurement Request Tool tailored to meet the needs of the College of the Environment. It will allow users to submit procurement requests and automatically obtain necessary approvals within the system. TREQ is designed to elicit as much relevant information up front to avoid unnecessary back and forth communications.

- Approval Flows in the system rather than paper/email
- Transparency regarding status of processing request
- Electronic documentation for reconciliation
- Provides Metrics for team to evaluate volumes and processing times

Logging in:
https://treq.environment.uw.edu/

If you are not authorized and you need access to TREQ, please email efast@uw.edu

Types of users in TREQ:
- **User**: an individual who can view orders, respond to approvals, and add notes.
- **Requester**: permissions of the user + the ability to create new orders & request approvals. The requester also has a OneDrive folder.
- **Fiscal**: permissions of requesters and users + ability to provide fiscal approvals, approve on others’ behalf and the ability to cancel orders.

TREQ Homepage Order Categories

- **Needs Action**: These orders are waiting for your response. Click to view the order, review the Approval Request or Task, and respond.
- **Creating**: These are orders you started creating, but never submitted for approval. Click an order to return to the creation process. If you have an order Sent Back by an approver it will also appear here.
- **My Orders**: Shows your recent orders and your orders still being processed. The front page will show the stage the order is at and for whom it is waiting. You can click in to view details, find the link for attachments, add notes, etc.
• **My Trips:** Shows orders you submitted (or are the project owner of) that are still pending action or were resolved in the last 90 days.

### Choosing an Order Type

There are six options for submitting anything for approvals and processing:

- **Travel Pre-Authorization** – Use this before the trip. It is used to provide details and estimated expenses of an upcoming trip, and then get approval from the appropriate Directors, Principal Investigators and Budget Managers. It should include all the expenses related to the trip.
  - Airfare, meals, lodging, car service, registration, and any other expenses.
  - These can be estimated amounts as actual expenses will be captured in the travel reimbursement.

- **Travel Reimbursement** - Use this after a trip has occurred.
  - If you have any pre-travel inputted into the system, click travel reimbursement and it will prompt you to choose one of your previously entered travel pre-authorizations. If your trip does not appear you may proceed with a new travel reimbursement. If your trip does appear, click on your trip and the system will link your pre and post travel.

- **Other pre-authorization** - Use this for situations where we need pre-approval.
  - An event with multiple expenses (such as deposits, rentals, catering, etc.)
  - An agreement with a contractor or agency (i.e., a contract with a consultant to complete a large scope of work and we need a contract signed).
  - Reoccurring charges (subscriptions, cell phone, utilities, etc.)
  - Internal charges (room rentals, POD classes, Motor pool)

- **Make a purchase** - Use this if the item has not been purchased yet.
  - Office supplies, lab equipment, test kits, technology equipment, Amazon orders, etc.

- **Pay an invoice** - Use this when you have received an invoice to be paid.
  - Registration fees, publication charges, analysis services, etc.

- **Non-Travel reimbursement** - Use this for purchases you have completed that are to be reimbursed and that are NOT related to travel.

If you are unsure of which option to select, click the “Help Order Types” option in the top right of the TREQ Homepage. This will open more descriptions to assist you with your selection.

*If you have any questions regarding TREQ or finance in general, please feel free to reach out to eFAST@uw.edu.*
Creating an Order

Once you have determined which option is applicable to the order you are trying to submit, select that option. This will open a form with specified fields that relate to the order you are submitting to elicit as much relevant information up front to avoid unnecessary back and forth clarifications.

Most order types will follow similar request steps

- **Project Page**: Enter in summary information including a business purpose with a concise description of how the purchase or payment is used for UW business and/or benefits a grant *(This is required by UW at processing and for month end reconciliation)*.
- **Items Page**: Enter in your line item(s) and amount(s).

![TREQ001189 Invoice: Nakamichi](image)

- **Add Attachments**: See next section for detailed instructions
- **Budgets**: Enter in your budget number(s) or name(s)
  - If you do not know the budget, put in “00-0000”, an eFAST team member will be prompted to assist after the order is submitted.

![Budgets](image)

- **Department Approval/Summary Page**: Detailed instructions in a later section.

Adding Attachments

Attachments are all stored in the eFAST OneDrive, a web-based document storage platform. The order preparer will have a master folder already created in OneDrive that is linked to TREQ by your NetID. As you are entering your TREQ order you will be prompted to add your attachments.

Follow the instructions below to create your unique TREQ order folder and add your attachments:
1. On the TREQ Attachments page, copy the folder name by clicking the grey “Copy” button

2. Click the blue button “Open OneDrive Folder”
   ➢ This will open a new internet browser tab
3. Inside the new OneDrive tab, click “New” and select “Folder”

4. Paste the folder name that you had copied from TREQ into the folder name pop-up box. Then click the “Create” button.

5. Open the folder and upload the related attachments to the TREQ order. You can do this by clicking the “Upload” or by dragging and dropping from your file explorer.

6. Once you have completed uploading your attachments, close this tab and return to TREQ.
Note: The folder created for the pre travel documentation is the same folder that will be used after the trip has occurred. When adding the post travel information, you will be prompted to use the same folder for the receipts. This will ensure we keep all the documents in one place for processing.

Submitting an order

After you have gone through all the pages during the creation of an order, you will be asked to review and submit.

When you click the “Submit” button, TREQ will automatically populate a first level approver (generally, the individual with signature authority who can approve the expenses at a programmatic level) based on the budget(s) inputted.

• If this pre-populated approver is yourself, you have an option to approve the order after you submit.
• If this pre-populated approver is incorrect, you have the option of overwriting the name of the department approver to the person you input.
• If the department approver is blank, you can submit the order. A member of the eFAST will be prompted to coordinate the proper approvals.

After an Order is Submitted

Once an order is submitted, TREQ will automatically prompt programmatic and funding approvers for action. Once both approvals are complete, TREQ will add the order to an “On Call” queue to be processed by eFAST.

Once an order is processed and complete, TREQ will send an email notification to the order preparer.

You can also check your orders status in the “My Orders” section on the TREQ homepage. TREQ will list last action taken and the current stage.

<table>
<thead>
<tr>
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<td>Orders you submitted or are the owner of that are still pending action or were resolved in last 90 days. Show more.</td>
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<table>
<thead>
<tr>
<th>PROJECT #</th>
<th>SUBMITTED</th>
<th>TITLE</th>
<th>LAST ACTION</th>
<th>STAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRE0001089</td>
<td>4/21/2022</td>
<td>Invoice: Nakamichi</td>
<td>Process request Stephanie Nakamichi 4/21/2022</td>
<td>Complete</td>
</tr>
<tr>
<td>TRE0001086</td>
<td>4/21/2022</td>
<td>CSIRO PNAS Publication Fee</td>
<td>Process request Stephanie Nakamichi 4/21/2022</td>
<td>Complete</td>
</tr>
</tbody>
</table>