

NEW FEATURE RELEASE NOTES: MAY 2025

ONE TIME INDIVIDUAL BOOKING REQUEST FORM

IMPROVEMENTS

Search Capabilities

Current search criteria have been evaluated to determine the cause of search slowness in the UW Travel Request Dashboard. Improvements have been made, including eliminating unnecessary search criteria.

Locator Visibility

Initial travel request email was improved by making the locator more obvious with larger, bold and red font.

Color Coded Statuses

Invoice statuses are now color coded for an easier, visual search.



ENHANCEMENTS

Cancel Feature

Travel arrangers now have the option to cancel requests after submission.

- Following cancellation, a notification email will be sent to the arranger and traveler.
- Cancelled requests will show with a cancelled status in the UW Travel Request Dashboard.
- If a request is cancelled during the ticketing process, approval will not be allowed.
- Once reservations are booked, the cancel button will no longer appear.



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Copy Feature

Travel arrangers now have the option to copy requests after submission.

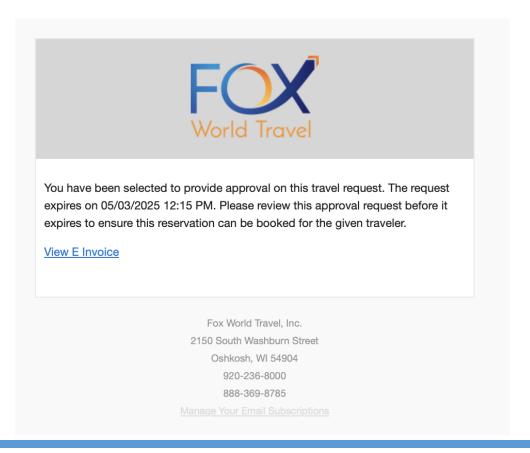
- After submitting a request, a travel arranger can copy an existing request if more than one guest needs to follow the same travel details.
- A copied request will follow the same process as the original request.
- Requestors needing to cancel a request for incorrect information can easily submit an updated and correct copy.
- Copied requests with past dates will be copied over with the date fields blank.



Approval Reminders

An automated email will be sent to the approver(s) reminding them to approve the travel request sent to them.

Example:



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- The email will be sent every four hours until the reservation is either approved, or the approval window expires.
- The email will include the pre-ticket itinerary.
- The email will be sent to the approver only.
- Upon approval expiration, the approver and travel arranger will receive an email notification advising the request has expired.
- Should an approver try to approve after the approval window has closed, they will see this message.

The approval window for this itinerary has closed. Please contact the travel requester to submit a new request

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