New and Upcoming Business Policies and Systems

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11:00 a.m.-12:15 p.m.
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Please ...

• Turn off cell phones.
• Avoid side conversations.
• Please hold questions until the end.
• Sign the attendance roster.
• Complete the evaluation at the end of the workshop.
Workshop Objectives

• Explain what TEM is
• Explain the need for TEM
• Outline benefits of TEM
• Discuss policies, processes, and people TEM will impact
• Training and implementation plan
• System demonstration
What is TEM?

• Travel and Expense Management
  – Facilitate entry, accumulation, processing, and management of:
    • travel related expenses
    • employee reimbursement
    • miscellaneous invoice payments
    • reconciliation of expenses
  – On-line solution via Internet
Objectives of TEM

- Reduce processing costs
- Support paperless initiative
- Quicker turnaround time
- Reduce errors
- Enforce University policies and regulatory compliance
- Provide data management and reporting capabilities
- Capture and track spend data
- Real-time visibility to status of each report in process
Benefits of TEM

• Web-based system accessible anywhere/anytime
  – Submit reimbursements and check status electronically
  – Review, approve, audit, & process reports electronically
  – Scan/attach receipts and supporting documentation
• T-Card will limit out-of-pocket expenses
• Reduce data entry via imported T-Card transactions
• E-mail notifications to minimize delays
• Reporting function to manage budget/activities
• Improved policy compliance → decreased audit findings
• Pre-trip authorization functionality
OBFS Policies Impacted

• Section 15.1, Travel Regulations
• Section 15.2, Travel and Program Advances
• Section 8, Accounts Payable
  – Section 8.12, Business Meals and Refreshments
  – Section 8.13, Allowability and Funding of Certain Expenditures
• Section 7.6, University Purchasing Card (P-Card)
• New Policy – University Travel Card (T-Card)
Processes Impacted

• Employee Reimbursement
  – Domestic and foreign
  – Clearing of advances
  – Accruals/Deferrals
  – Petty Cash

• Miscellaneous Invoice Vouchers
  – Obtaining program & travel advances
  – Grants & Contract payments
  – Honoraria
Who Will Be Impacted?

- University employees who travel
- Office personnel responsible for completing travel and miscellaneous payment requests
- Business managers responsible for managing travel budgets and activities
- University Payables staff
- Report writers and data analysts
- Internal and external auditors
Training for TEM

• Web-based training will include:
  – Overview of the TEM system
  – Training for T-Card Policies and Procedures
  – Training for T-Card Department Card Manager
  – Simulations by roles:
    • Traveler
    • Manager
    • Auditor
  – Contact information
TEM Implementation Plan

• Rolled out phase
  – Anticipate August 2011 start date
    • Focus groups to be rolled out first
  – Anticipate June 2012 end date

• Unit Security Contacts responsible for granting access

• Units will be contacted by project team for roll-out

• Department Card Managers will approve and forward T-Card applications

• CCO will process T-Card applications
Workshop Summary

• Live demonstration of the system
  – Enter a SIMPLE Travel Expense Report
  – System is set up in development mode, not production
  – Not all functionality can be demonstrated at this time
Questions / Concerns?