

2011 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

# New and Upcoming Business Policies and Systems

April 27, 2011

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

**UIC** UNIVERSITY OF ILLINOIS  
AT CHICAGO

*Empowering Performance & Achievement through Teamwork*

# Workshop Presenter(s)

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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?