Travel & Expense Management System

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UIC UNIVERSITY OF ILLINOIS AT CHICAGO

Workshop Presenter(s)

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Please …

- Turn off cell phones.

- Avoid side conversations.

- Please hold questions until the end of the presentation

- Sign the attendance roster.

- Complete the evaluation at the end of the workshop.

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Workshop Objectives

- Understand requirements for system set-up

- Explanation of assigned roles in the system

- Explanation of the approval processes within the system

- Gain an understanding of the system functionality and processes

- In-depth information regarding the use of the University Travel Card (T-Card)

TEM System Set-Up

- Who needs to be set-up for system access?
  - All employees that request reimbursement.
  - Employees that will serve as a Proxy to CREATE expense reports on behalf of others.
  - Employees responsible for approving reimbursements and travel plans for employees reporting to them.
  - Employees that will serve as a Proxy to APPROVE expense reports on behalf of others.

TEM System Set-Up

- Who needs to be set-up for system access?
  - Employees responsible for reviewing/approving C-FOAPAL codes on submitted expense reports. Two employees need to be granted access for this review (a Primary Reviewer and an Alternate). These reviewers cannot change incorrect C-FOAPAL codes, but can reject the document back to the owner.
  - Employees serving as a Proxy to review/approve C-FOAPAL codes on submitted expense reports.
  - University of Illinois students that request reimbursement for travel-related expenses.

TEM System Set-Up

- How do the employees get set-up in TEM?

  - System access to TEM is established by the Unit Security Coordinator (USC) for your department.

  - Provide the employee or student name, UIN, and the TEM role needed to your USC.

  - Let your USC know if an employee or student should be removed from the system (leaving the department or University; graduation, etc.).

Roles in the TEM System

- What are the user profiles and responsibilities that can be given to employees and students in TEM?
  - GENERAL USER: Can process travel plans and request travel/program advances and travel/miscellaneous reimbursements.

  - PRIMARY/ALTERNATE CHARGE CODE REVIEWER: Can review and approve the C-FOAPAL information for the org(s) assigned to them.

  - POWER USER: Can perform same functions as General Users plus process miscellaneous payments to vendors, students, non-employees (e.g. honorariums, awards, etc.).

Roles in the TEM System

- Is there a Manager role in the TEM system?
  - Yes, there is a manager role however it is not a PROFILE. The manager role is established for every employee that in enrolled in the system and is generally the employee's manager or supervisor.

- What does a Manager do in TEM?
  - A Manager is responsible for reviewing and approving expense reports by employees that report directly or indirectly to him/her.

Roles in the TEM System

- Is there a Proxy role in the TEM system?
  - Yes, there is a proxy function, however it is not a PROFILE that is established at the time it is set up. If an employee wishes to have another employee CREATE or REVIEW/APPROVE expense reports on their behalf, they will need to designate that person in the TEM system.
  - Anyone who has been given system access to TEM can be set up as a proxy.
  - An employee may serve as a proxy for multiple users in the TEM system.

Roles in the TEM System

- Can a person with the Charge Code Reviewer role also be a Manager Approver?

  – Yes, an employee can be both a Charge Code Reviewer and a Manager Approver, but the system requires two separate approvals for employee reimbursements. In this case, the document would route to this employee to approve the document in his/her Manager Approver role, then route to the Alternate Charge Code Reviewer for the second approval.

Approval Process

- Who is the Manager Approver for an employee that works in two different units?

    - The person to whom the employee primarily reports should be designated as the Manager Approver for all of his/her employee reimbursements.

- What if the expenses are charged to another unit other than the unit of the Manager Approver?

    - After the employee's manager has approved the expense report, it will route to the Charge Code Reviewer(s) for the org(s) being charged for review and approval of the C-FOAPAL(s).

Approval Process

- As an Approver, can I have a Proxy approve transactions on my behalf when I am not available?
  - Yes, both Manager Approvers and Charge Code Reviewers can designate any number of proxies to review/approve transactions in TEM.
  - Assigned proxies must represent the appropriate reporting line of one level or above the employee seeking reimbursement.

System Functionality/Processes

- Can you enter travel expenses while you are in travel status?

  – Yes, expenses can be entered and saved in TEM as you travel.

- What is the Travel Plan module?

  – The Travel Plan module allows an employee to request approval to travel by providing an estimated expense amount for the trip. It is electronically routed to the employee's manager for approval.

System Functionality/Processes

- Does the "Round Trip" field in the TEM system calculate the round trip mileage from the number of miles entered?

  - No, the "Round Trip" field does not perform a calculation based on the number of miles entered. The traveler must enter the actual number of miles driven. The Round Trip designation is informational only to help clarify whether or not the total trip has been expensed.

System Functionality/Processes

- Does the Account Code auto-populate in TEM based on the expense type?
  - Yes, for employee reimbursement expense reports, the account code(s) is populated based on the expense type chosen.
  - No, for miscellaneous payments to vendors, the Power User processing the transaction must select the appropriate code(s) for the goods or services being provided.

System Functionality/Processes

- How do you obtain the vendor information when submitting miscellaneous invoice payments?
  - The Banner Vendor Number, Address Type and Sequence Number must be obtained by accessing the Vendor Maintenance Form (FTMVEND) in Banner.
  - There is a job aid on the TEM Resource page that gives detailed instructions for using the FTMVEND form.

System Functionality/Processes

- What is the reporting capability from the TEM system?
  - All of the data captured in TEM can be pulled into reports using the TEM universe in Eddie.
- Will encumbrances be liquidated if processed in TEM?
  - No, encumbrances cannot be liquidated through TEM. The unit will need to process a Banner JV to relieve the encumbrance.

System Functionality/Processes

- Can wire transfer payment requests be processed through the TEM?

  – No, continue to process wire transfer payment requests using the same paper forms as you always have.

- Can foreign nationals be paid through TEM?

  – Reimbursements to foreign nationals are initiated in TEM, however any other type of payment to a foreign national must be processed through Payroll, NOT the TEM system.

System Functionality/Processes

- Is the Missing Receipt Affidavit and Travel Exception Requests forms still required?
  - No, the information collected on these forms has been built into the TEM system, so you no longer to complete separate forms to submit with the ER.

- Do we still use the Per Diem calculator on the OBFS website?
  - No, the TEM system will calculate both U.S. and international per diem based on the information provided in the system.

Receipt Images

- Why do receipt images need to be scanned and sent in .tif format?

    – For security purposes, the imaging application currently used only accepts .tif files that are smaller than 5 MB.

- Who can view the receipts that are submitted for an expense report?

    – The submitter, manager approver, C-FOAPAL reviewer, and UPAY are able to view the receipts.

Receipt Images

- For a given transaction, should all receipts be sent in one file?

  - Yes, the receipts should be scanned or faxed in one file with the system-generated coversheet on top. Small receipts can be taped to a single page.

- Can I scan the receipts to my desktop and then send or attach the documents to the ER?

  - No, scanned images must be sent directly to TEMdocs@uillinois.edu from your scanner.

Receipt Images

- What do we do with the original receipts after they have been scanned or faxed in?
  - Original receipts should be retained in the unit for a period of time to be determined. We are currently requesting you to retain these receipts for one year until we have determined that the quality of the scanned images is acceptable as original documents per State requirements.

The Travel Card (T-Card)

- Is a T-Card required to use the TEM system?
  - No, the T-Card is a completely optional program and is not required to use the TEM system. The TEM system, however, is required to process employee reimbursements and non-purchase order payments to vendors and non-employees.

- Who authorizes an employee to receive a T-Card?
  - The unit head must approve all T-Card applications.

The Travel Card (T-Card)

- What are the advantages of a T-Card?
  - Can be used for travel-related expenses, such as airfare*, lodging, car rentals, parking, etc. and business meals thereby greatly reducing out-of-pocket expense for the employee.
    - *Per University policy, airfare purchased with the T-Card **must** be obtained through one of the University's contracted travel agency.
  - The employee is **not** responsible for the payment of the monthly credit card invoice (similar to P-Card; not like the American Express Corporate Card program).

The Travel Card (T-Card)

- How are T-Card transactions reconciled?
  - All T-Card transactions are reconciled in the TEM system during the creation of the expense report.
  - Approval and account reconciliation of the T-Card transactions are performed by the Approving Manager and C-FOAPAL Reviewer assigned to the employee as part of the TEM workflow.
  - The T-Card transaction will partially populate the TEM system with information such as vendor name, amount, and date – reduces data entry!!

The Travel Card (T-Card)

- Do I need a T-Card to book travel on behalf of others?

  - Yes, you must be a T-Card holder to book travel on behalf of others. All T-Card holders may book travel – this function is not limited to a designated travel arranger for the unit.

- If I purchase airfare for someone using my T-Card, who should submit the expense report for that transaction?

  - You would be required to complete the ER as the cardholder.

The Travel Card (T-Card)

- Can I book airfare for someone using **their** travel card?
  - Yes, however the employee you are booking the airfare for will need to establish a profile at the contracted travel agency to designate you to purchase airfare and other travel arrangements on their behalf. During set-up of the profile, the employee's T-Card number will be listed and will be used for travel purchases.
  - In this case, the expense reported will be submitted by the employee since he/she is the cardholder.

The Travel Card (T-Card)

- Can T-Cards be used to purchase travel through Expedia, Travelocity, Orbitz, etc.?
  - Yes, with the exception of airfare, which must be purchased through one of the University's contracted travel agencies.

- Will the travel agency charge a fee for airfare purchases?
  - Yes, a nominal fee is charged, however there are many benefits to the traveler and the University for purchasing airfare through one of the agencies.

The Travel Card (T-Card)

- When should airfare purchased with the T-Card be reconciled in TEM – at the time it enters the system or after the travel has been completed?

  - The T-Card transaction should be reconciled when it is posted in the TEM system. Once the travel has been completed, an expense report will need to be completed for other T-Card transactions incurred and any out-of-pocket expenses.

The Travel Card (T-Card)

- Will business meals be purchased with T-Card or P-Card?
  - Per the new P-Card policy, business meals will be a prohibited use of P-Card once your unit's TEM implementation date occurs.
  - Business meals are allowable on the T-Card.
- Are there any other changes to P-Card policy?
  - Yes, travel-related expenses are prohibited on all P-Cards per policy and will be physically blocked where possible.

The Travel Card (T-Card)

- How does an employee get a T-Card?
  - The employee must complete a T-Card application and training/certification quiz
  - Application must be approved by the unit head
  - Approved application and certification must be forwarded to the Corporate Office for review and submission to the issuing bank
  - The bank will mail the issued cards directly to the employee.

Resources

- What training is available for TEM?
  - Employees responsible for coordinating the roll-out within their unit will be invited to a webinar to receive an implementation checklist and other information pertinent to the roll-out.
  - All employees may register for a webinar demonstration of the system.
  - All employees may register for a hands-on training lab once the unit's implementation date occurs.
  - USC training webinar and material found on the TEM Resource page.

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Resources

- What is the TEM Resource Page?
  - A Just-In-Time training guide
    - Job Aids, FAQ's, T-Card Policy, new P-Card policy, system login link, Deployment Plan, Contact Information
    - Recorded webinar demonstration of the system
    - Recorded training material and webinar for USC
  - Located on the OBFS website under the Business Travel or Payments sections

Workshop Summary

- Provided the requirements needed for TEM set-up in your unit.

- Explained employee profiles and roles for processing expense reports in TEM.

- Explained the approval processes within the system.

- Explained system functionality and processes.

- Provided information regarding the use of the new University Travel Card (T-Card).

- Provided information for training resources.

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Questions / Concerns?