UNIVERSITY OF ILLINOIS SYSTEM

URBANA-CHAMPAIGN · CHICAGO · SPRINGFIELD

2017 UIC Procurement Symposium

Travel and Expense Management (TEM): Good Habits and Helpful Hints

Workshop Presenters

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  Payment Operations, University Payables

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  Specialist
  Payment Operations, University Payables

Please …

- Turn off cell phones.
- Avoid side conversations.
- Ask questions at any time!
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

Workshop Objectives

- Identify the proper methods to prepare ERs

- Avoid common errors in preparing ERs

- Locate helpful tools and materials on the TEM Resource page

TEM System Information

- Currently the University has 29,906 enrolled users in TEM

- Approximately 700+ ER's are submitted per day

- During year end 1700 ER's were submitted per day

- There are nine Payables staff members reviewing all the submitted ER's for all University locations, extension units and medical facilities

Tip #1 Use the TEM Resource Page

- This should be the first place you go if you have a question
  - **http://www.obfs.uillinois.edu/tem-resources/**
- Contains the most up-to-date TEM information
- Provides over 50 job aids covering everything from advances to workflow statuses
- Register for training opportunities

Tip #1   Use the TEM Resource Page

- Create a shortcut on your desktop to the page
- Log into TEM right from the Resource Page

Tip # 2   Choose and Add Your Proxy

- Everyone needs to have at least one Creator Proxy

- Manager Approvers and Charge Code Reviewers need at least one Reviewer Proxy

Tip # 2   Choose and Add Your Proxy

- A Proxy can fill in if you are out sick, out for an extended amount of time, leave your current department or leave the University

- Proxy's can create expense reports (ER's) for Faculty and staff that don't have the time to create their own

Tip #3 Know What Your Inbox is Telling You

Inbox [14]   Review   Credit Card [17]

| Search My Documents | Filter Documents | | | | | | 💡 Document filter is used.   Export |

Action	Title	Type					Tracking Number ▾	Total	Activity	Created	Pending
🗑 ✉ 📋 📄 🖨 ✏	fields	≋	✏				ER00745846	$0.00	ER Create	3/2/16	
✉ 📋 📄 🖨 ✏	John Polk	≋	🔒	⚠	✗		ER00745842	$64.00	ER Pre-Pay Audit (XM)	1/29/16	ER: Employee Reimbursement Auditors
✉ 📋 📄 🖨 ✏	Employee Travel	≋	🔒	⚠			ER00745841	$1,512.46	ER Verify	1/28/16	ERExportVerify Robot
✉ 📋 📄 🖨 ✏	Employee Misc	≋	🔒	⚠			ER00745840	$1,756.00	ER Verify	1/28/16	ERExportVerify Robot
✉ 📋 📄 🖨 ✏	Arranged Travel Non Emp	≋	🔒	⚠			ER00745839	$2,042.99	ER Verify	1/28/16	ERExportVerify Robot
✉ 📋 📄 🖨 ✏	Arranged Travel EMP	≋	🔒	⚠			ER00745838	$621.88	ER Verify	1/28/16	ERExportVerify Robot
✉ 📋 📄 🖨 ✏	test	≋	🔒				ER00745824	$9.50	ER Post-Export Exception	1/5/16	ER: Exception Handling Administrators
✉ 📋 📄 🖨 ✏	taxi	≋	🔒				ER00745820	$7.50	ER Pre-Pay Audit (XM)	12/15/15	ER: Employee Reimbursement Auditors
✉ 📋 📄 🖨 ✏	look at CC Approver	≋	🔒				ER00745813	$5.00	ER Pre-Pay Audit (XM)	12/11/15	ER: Employee Reimbursement Auditors
✉ 📋 📄 🖨 ✏	test new field	≋	🔒	⚠			ER00745812	$300.00	ER Pre-Pay Audit (XM)	12/10/15	ER: UPAY Auditors
✉ 📋 📄 🖨 ✏	new fields	≋	🔒	⚠			ER00745811	$380.00	ER Verify	12/10/15	ERExportVerify Robot
✉ 📋 📄 🖨 ✏	test	≋	🔒	⚠			ER00745797	$23.59	ER Verify	11/25/15	ERExportVerify Robot
✉ 📋 📄 🖨 ✏	Business Meal Test	≋	🔒				ER00745719	$171.00	ER Verify	6/12/15	ERExportVerify Robot
✉ 📋 📄 🖨 ✏	test Advance	≋	🔒				ER00745702	$1,500.00	ER Verify	5/14/15	ERExportVerify Robot

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Tip #3 Know What Your Inbox is Telling You

Column Heading: *Activity Name*	Column Heading: *Pending*	*Activity Name* and *Pending* Description
ER/TP Create	(blank)	ER is being created or has been rejected.
ER Receipt Hold	AutoApprovalBkgRobot	ER has been submitted by the owner and the system is waiting for the document images to be matched to the electronic report.
ER/TP Manager Review	Name of Manager Reviewer	ER is ready for manager review and the reviewer name is listed.
ER Charge Code Manager Review	Name of Charge Code Reviewer	ER is ready for Charge Code review and the reviewer's name is listed.
ER Pre-Pay Audit (XM)	ER: Employee Reimbursement Auditors	ER is in University Payables waiting for approval.
ER Export	ExportDocRobot	ER is in the process of being exported to *Banner.*
ER Verify	ERExportVerifyRobot	Waiting for *Banner* acceptance of the ER.
ER Post-Export Exception	ER Exception Handling Administrators	There is a problem with the ER; therefore, not exported to *Banner.*

Tip #4   Provide Detailed Business Purpose

- More information is better
  - Entered in the business purpose/justification field
  - Contained in the back up documents
- Provide the 'Why?' when entering the business purpose
- The business purpose should have enough details to satisfy an auditor's request for information
- Business purpose requirements are a result of the IRS Accountable Plan rules

Tip #4   Provide Detailed Business Purpose

- Examples of inadequate business purpose:
    - SSWR Conference
    - External Hard Drive
    - Meal with colleagues
- Examples of adequate business purpose:
    - Presented a paper at the Exotic Animal Symposium to share research with colleagues and encourage collaboration in future research projects.
    - Purchased portable USB Flash Drive needed for field research when away from the office.
    - Conducted dinner meeting with colleagues from Exxon to discuss student recruitment.

Tip #5 Use Your T-Card

- The T-Card can be used to purchase qualified travel expenses, business meals and catering

- The T-Card may be used to relieve the employee from significant out-of-pocket travel-related expenses

Tip #5 Use Your T-Card

- ■ Multiple T-Card Charges can be combined on the same ER
  - ■ Airfare and Booking Fee
  - ■ Original charge and credit
  - ■ Arranged travel expenses for multiple travelers
    - ■ Add travelers name in the notes section

Tip #5 Use Your T-Card

- T-Card charges must be reconciled under the Arranged travel or Employee travel/Meal Reimbursements and T-card charges purpose

- Make sure the expense type reflects the actual charge

Tip #6 Make Sure Your ER is Complete

- All receipts are legible
- If receipt is missing, provide proof of payment
- If an ER is rejected and clarification is required, contact UPAY Customer Service

E-mail: TEMhelp@uillinois.edu

Tip #7 Help Avoid Rejections

Most common reasons for rejected ER's:
 (average rejection is 7%)

- Incomplete business purpose
- Remit address
    - not matching invoice, or invalid in banner
- Proof of conference lodging missing
- Mixing State and local funds
- Student reimbursements
    - for educational benefit
- Proof of conversion for foreign receipts
- ER purpose or expense type incorrect

Tip #8 Plan for Critical Year End Dates

- Submit expense reports as quickly as possible

- Expense Reports and T-Card charges involving individuals that are out of the office, moved to different job, or retired need to be resolved immediately

Tip #8 Plan for Critical Year End Dates

- Fiscal year of payment is determined by the date of goods/services receipt, not order date
- If using state funds be sure to use the correct year
  - 100018 for FY18 expenses
  - 100019 for FY19 expenses (incurred after July 1st)

Workshop Summary

We hope you leave today with more information on how to:

- Identify the proper methods to prepare ERs

- Avoid common errors in preparing ERs

- Locate helpful tools and materials on the TEM Resource page

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Questions / Concerns?

University Payables Contact Information

University Payables
Illini Plaza Building Suite 210, MC-660
1817 South Neil Street
Champaign, IL 61820

Please use the new Service Desk Request Form to contact Payables

https://www.obfs.uillinois.edu/payments/who-to-ask/