



# 2018 Administrative Leadership Conference

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



# Workshop Presenters

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University Payables
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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+ ERs are submitted per day.
- During year end 1700 ERs were submitted per day.
- There are 9 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 (ERs) 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



# Tip #3 Know What Your Inbox is Telling You

Column Heading: <i>Activity Name</i>	Column Heading: <i>Pending</i>	<i>Activity Name and Pending Description</i>
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 <b>Banner</b> .
ER Verify	ERExportVerifyRobot	Waiting for <b>Banner</b> acceptance of the ER.
ER Post-Export Exception	ER Exception Handling Administrators	There is a problem with the ER; therefore, not exported to <b>Banner</b> .

## 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](mailto:TEMhelp@uillinois.edu)

# Tip #7 Help Avoid Rejections

Most common reasons for rejected ERs:

(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 1<sup>st</sup>)

# 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.



# 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/>



# Questions / Concerns?