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

<table>
<thead>
<tr>
<th>Action</th>
<th>Title</th>
<th>Type</th>
<th>Tracking Number</th>
<th>Total</th>
<th>Activity</th>
<th>Created</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>fields</td>
<td>John Polk</td>
<td></td>
<td>ER00745845</td>
<td>$0.00</td>
<td>ER Create</td>
<td>3/2/19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employee Travel</td>
<td></td>
<td>ER00745841</td>
<td>$1,512.49</td>
<td>ER Pre-Pay Audit (XM)</td>
<td>1/28/19</td>
<td>EREExportVerify Robot</td>
</tr>
<tr>
<td></td>
<td>Employee Misc</td>
<td></td>
<td>ER00745840</td>
<td>$1,756.00</td>
<td>ER Verify</td>
<td>1/28/19</td>
<td>EREExportVerify Robot</td>
</tr>
<tr>
<td></td>
<td>Arranged Travel Non Emp</td>
<td></td>
<td>ER00745839</td>
<td>$2,042.99</td>
<td>ER Verify</td>
<td>1/28/19</td>
<td>EREExportVerify Robot</td>
</tr>
<tr>
<td></td>
<td>Arranged Travel EMP</td>
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<td>ER00745838</td>
<td>$621.88</td>
<td>ER Verify</td>
<td>1/28/19</td>
<td>EREExportVerify Robot</td>
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<tr>
<td></td>
<td>test</td>
<td></td>
<td>ER00745824</td>
<td>$9.50</td>
<td>ER Post-Export Exception</td>
<td>1/25/19</td>
<td>ER: Exception Handling Administrators</td>
</tr>
<tr>
<td></td>
<td>test</td>
<td></td>
<td>ER00745820</td>
<td>$7.50</td>
<td>ER Pre-Pay Audit (XM)</td>
<td>12/1/19</td>
<td>ER: Employee Reimbursement Auditors</td>
</tr>
<tr>
<td></td>
<td>look at CC Approver</td>
<td></td>
<td>ER00745813</td>
<td>$1.00</td>
<td>ER Pre-Pay Audit (XM)</td>
<td>12/11/19</td>
<td>ER: Employee Reimbursement Auditors</td>
</tr>
<tr>
<td></td>
<td>test new field</td>
<td></td>
<td>ER00745812</td>
<td>$300.00</td>
<td>ER Pre-Pay Audit (XM)</td>
<td>12/10/19</td>
<td>ER: UPay Auditors</td>
</tr>
<tr>
<td></td>
<td>new fields</td>
<td></td>
<td>ER00745811</td>
<td>$380.00</td>
<td>ER Verify</td>
<td>12/10/19</td>
<td>EREExportVerify Robot</td>
</tr>
<tr>
<td></td>
<td>test</td>
<td></td>
<td>ER00745797</td>
<td>$23.59</td>
<td>ER Verify</td>
<td>11/25/19</td>
<td>EREExportVerify Robot</td>
</tr>
<tr>
<td></td>
<td>Business Meal Test</td>
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<td>ER00745749</td>
<td>$171.00</td>
<td>ER Verify</td>
<td>9/12/19</td>
<td>EREExportVerify Robot</td>
</tr>
<tr>
<td></td>
<td>test Advance</td>
<td></td>
<td>ER00745702</td>
<td>$1,500.00</td>
<td>ER Verify</td>
<td>5/14/19</td>
<td>EREExportVerify Robot</td>
</tr>
</tbody>
</table>
Tip #3  Know What Your Inbox is Telling You

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