Project: Banner Travel & Expense Management Implementation Project

Program: Banner Initiatives

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1. Project Approach

TEM implementation was approved in February 2012 by the Banner Initiatives Steering Committee. Subsequently, an implementation team was formed with the following team members:

- Lynda Baker
- Debbi Baughn
- Sharon Colman
- Erica Dean-Crawford
- Donna Foley
- Emmett Folk
- Susan Hoidal
- Sunday Hull
- Pete Lockhart
- Sally McKechnie
- Paul Schronen
- Barbara Stoneberg
- Wanna VanCuren
- Steve Weinberg

In March 2012, ADMCS completed the installation of this new module and a consultant from Ellucian (formerly SunGard) was engaged. The key team members also researched other universities that have implemented the TEM Module.

The purpose of this submittal is to ensure transparency in the decisions being formalized through the Steering Committee and communicate awareness to the campus for potential changes in current travel practice. Set up decisions within the system can be modified and tested if changes are necessary based on feedback from the Campus community. As project progress continues, the team will present to the Committee additional recommendations for review and approval.

2. Recommendations

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<th>RECOMMENDATION</th>
<th>JUSTIFICATION</th>
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<td>1 Encumber Travel Authorizations</td>
<td>• Encumbered TA’s reserve funds showing commitment to budget authorities.</td>
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<td>• TA’s will show reconciliation of travel expenses and advances outstanding</td>
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<td>• Allows for better transparency and visibility</td>
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<td>• Tracks advances electronically versus the current manual process</td>
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The system has the ability to encumber travel when the Travel authorization is approved. It then liquidates this encumbrance when the expense reimbursement is paid.
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| 2 Use TEM for ALL reimbursements  
  • $500,00 annual spend on non-travel reimbursements  
  • 1,152 transactions | • Allows expenditures to be commodity coded to have ability to analyze spend  
  • Eliminates review of budget authority signatures through the system’s automated approval routing  
  • Improves visibility of approval  
  • Eliminates collection of receipts by AP  
  • Improves transparency and visibility for audit purposes |
| 3 Implement annual interest charges of 10% on overdue advances to travelers as required by state law. | According to S.A.A.M. 10.80.60.e – Default on Repayment of the Advance by the Traveler:  
  • When a traveler defaults in accounting for or repaying an advance, the full unpaid amount shall become immediately due and payable with interest of ten (10) percent per annum from the date of default until paid.  
  • To protect the state from any losses on account of travel advances made, the state has a prior lien against and shall withhold any and all amounts payable or to become payable by the state to such officer or employee up to the amount of such travel advance and interest at a rate of ten percent per annum, until such time as repayment or justification has been made. (RCW 43.03.180 through 43.03.190) |
| 4 Require a TA for all travel. | Requiring a TA for all travel is more restrictive than state law prescribes, however, it has many advantages.  
  • TA is the mechanism to encumber budget resources  
  • Requiring a TA results in all travel being encumbered, which provides the complete picture for budget transparency and visibility  
  • Allows travelers to view approval process  
  • Eliminates current e-sign forms  
  • TA becomes the audit/match mechanism for travel expenses (two-way match)  
  • Requiring a TA will also provide standardization and consistency in process  
  See below S.A.A.M. 10.10.50. for rules relating to TA requirements:  
  Travelers must receive prior authorization for travel from the agency head or authorized designee:  
  • Whenever a travel advance is required by a traveler.  
  • For all out-of-state travel.  
  Use the Travel Authorization (form A40-A) or other equally effective written means for requesting and documenting prior authorization for travel. |