UNIVERSITY *of* MARYLAND
BALTIMORE

eTravel System Changes
Effective April 2017

Presenter: Susan McKechnie

AVP and University Controller

Agenda

- Introduction

- Discuss new features

- Describe useful tools for viewing data

- Travel related updates

- Questions

Introduction

- Reasons why changes and upgrades were made to the eTravel System

- Categories of Changes
  - Travel Request
  - Travel Expense
  - Emails

Part I: New Features
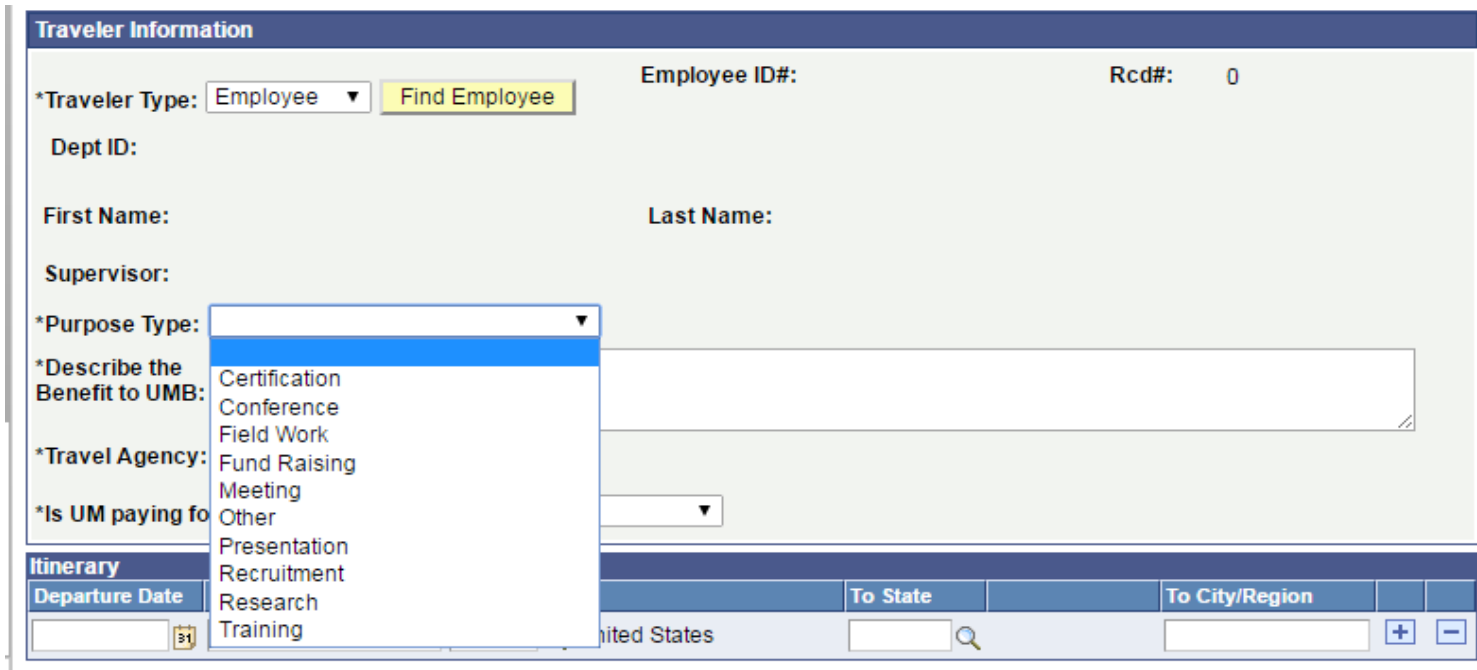
Travel **Request** (TR) eForm

- Purpose of TR reminder
  - Request permission for business travel
  - Request permission to use UMB funds to pay for all or part of the travel
  - Approved TR required for all out-of-state and international travel per USM policy
  - Approved TR required **before** travel begins

Travel Request (TR) eForm

- TR Issues
  - Not enough detail in the purpose of travel
  - TR not completed before travel
  - TR not completed if UMB isn't paying for the travel
  - Using the same TR for multiple, unrelated trips
  - Reusing old TR for a recent trip

Travel Request (TR) eForm

- System changes
  - New dropdown box to select the Purpose Type

Travel Request (TR) eForm

- System changes
  - If you have a Purpose Type that isn't listed that is used frequently, let us know and we will determine if it is appropriate to add it to the list

Travel Request (TR) eForm

- System changes
  - New "Describe the Benefit to UMB" field

  - Requires a detailed description that justifies the business connection to UMB. The degree of description will vary according to the circumstances.

Travel Request (TR) eForm
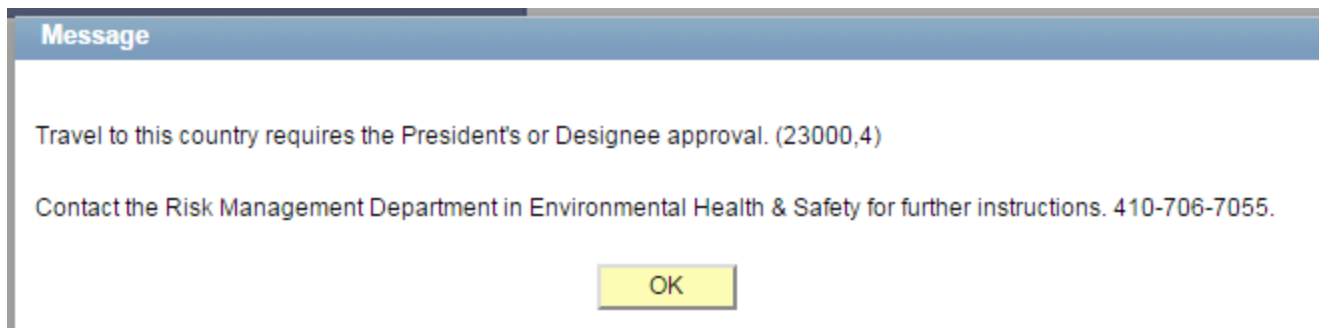
- "Benefit to UMB" field examples

Bad (Actual samples)	Good
Conference	Staff development and networking at XXX Conference
Guest lecturer	Invited guest lecturer at XXX University who we collaborate with
Gaithersburg	Presenting data and information at XXX in Gaithersburg related to research project
Training travel	Training for new documentation system used by dept
Campus visit	Xxx College student recruitment for new xxx program
Interview	Faculty Candidate Interview. 2nd visit April 1-3, 2017
Travel to Orioles Spring Training Game in Sarasota, FL	Visit with alumni, donors and prospects at event in Florida

Travel Request (TR) eForm

- System changes
  - Purpose Type will appear on printed TRs
  - Job Title will appear on on-line and printed TRs

Travel Request (TR) eForm

- ## System changes
  - Warning message and instruction appear when travel is requested to a high risk country
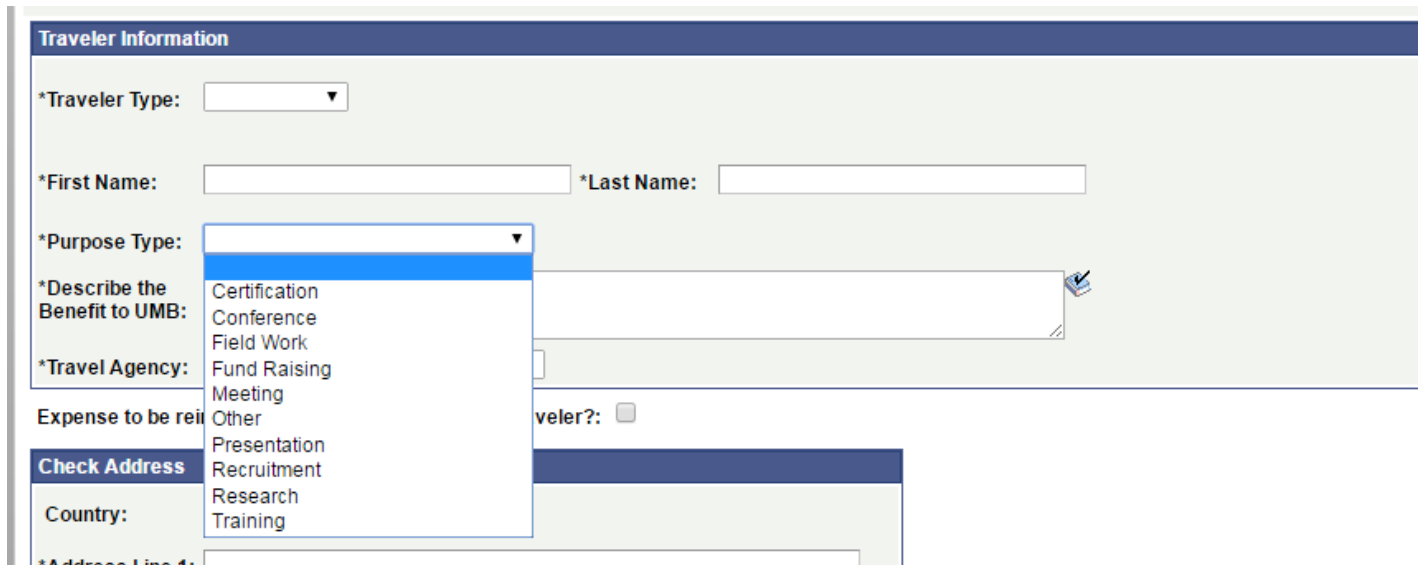 - Initiator and all approvers receive the message

Message

Travel to this country requires the President's or Designee approval. (23000,4)

Contact the Risk Management Department in Environmental Health & Safety for further instructions. 410-706-7055.

OK

Travel **Expense** (TE) eForm

- Purpose of TE Reminder
  - Request reimbursement for allowable and authorized expenses.

- TE issues:
  - Incomplete- missing documentation like receipts, mileage backup, agendas, etc.
  - Submitted more than 60 days past the date of travel
  - Original receipts for employee travel are not retained by the Travel Administrator
  - Original receipts for nonemployee travel must be submitted to the Travel Coordinator in Financial Services with a copy of the TE
  - Duplicate payments

Travel Expense (TE) eForm

- ## System changes
  - New dropdown box to select the Purpose Type-value will default from TR if applicable
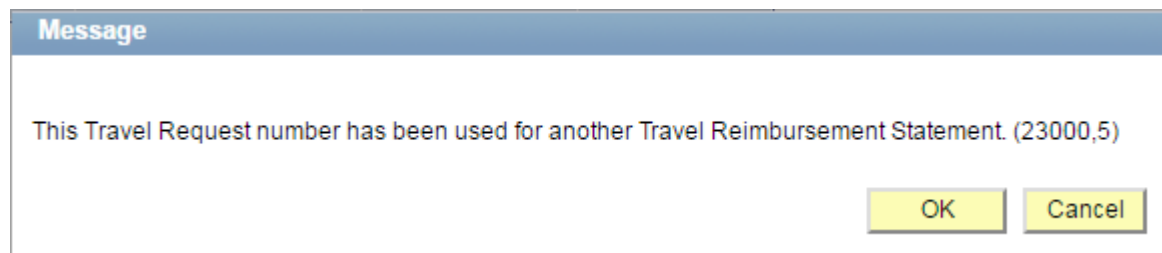
Travel Expense (TE) eForm

- System
  - New "Describe the Benefit to UMB" field – value will default from the TR if applicable

  *Describe the
  Benefit to UMB:

  - Requires a detailed description that justifies the business connection to UMB. The degree of description will vary according to the circumstances.
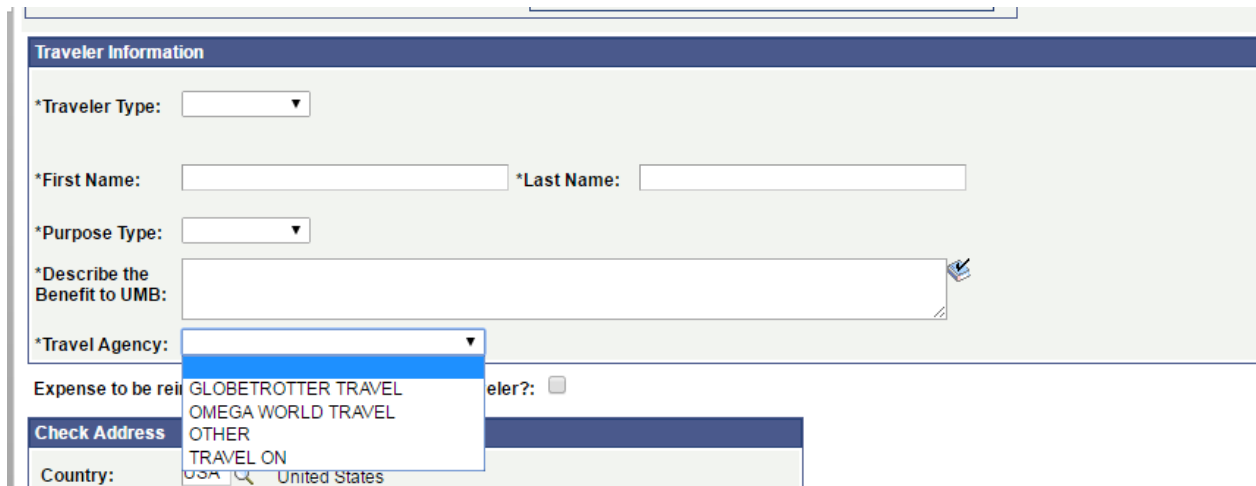
Travel Expense (TE) eForm

- ## System changes
  - Alert when a TR number has been used for another TE
  - Initiator and all approvers receive the message

Message

This Travel Request number has been used for another Travel Reimbursement Statement. (23000,5)

[OK]   [Cancel]

Travel Expense (TE) eForm

- System changes
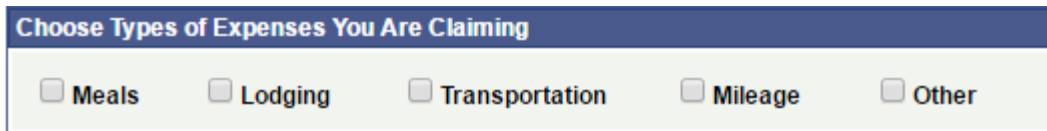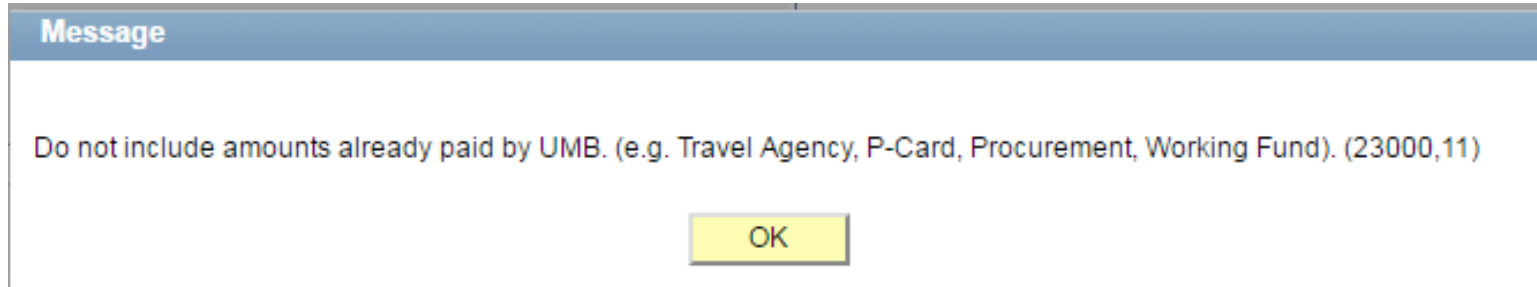 - Added the Travel Agency field- value will default from TR if applicable

Travel Expense (TE) eForm

- ## System changes
  - New dialog box as soon as an expense type is checked

Choose Types of Expenses You Are Claiming

☐ Meals ☐ Lodging ☐ Transportation ☐ Mileage ☐ Other

Message

Do not include amounts already paid by UMB. (e.g. Travel Agency, P-Card, Procurement, Working Fund). (23000,11)

OK

Travel Expense (TE) eForm

- System changes
  - Minor changes to terminologies:
    - "Shuttle/Limo" changed to "Shuttle/Taxi"
    - "Porterage" changed to "Tips"

Travel Expense (TE) eForm

- ## System changes
  - New question:
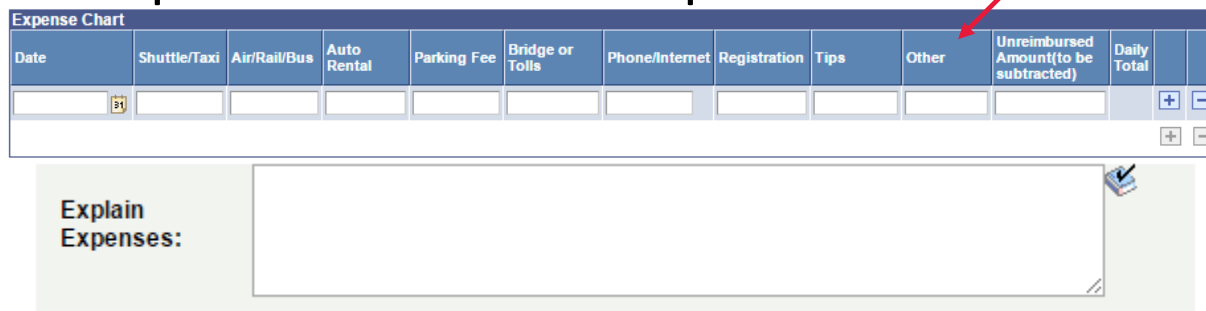
  - If the answer is "Yes," the box for entering the dates of the personal travel is displayed.
  - Multiple dates may be entered

Travel Expense (TE) eForm

- System changes
  - "Explain Other Expenses" changed to "Explain Expenses"
  - Now available to use for all expenses, additional notes, etc.
    - Optional for all expense types except "Other"
    - Required for "Other" expenses
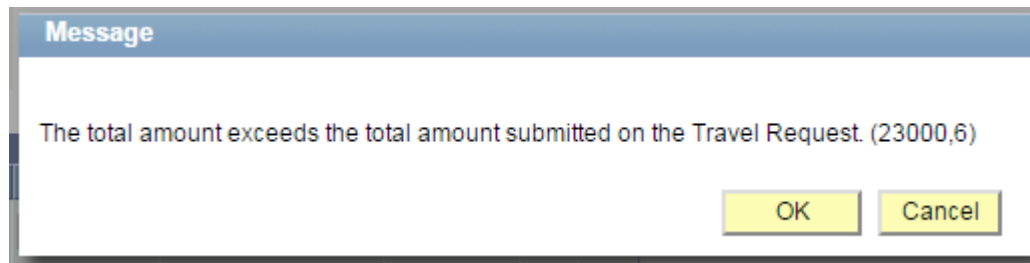
Travel Expense (TE) eForm

- System changes
  - Explain Expenses and Purpose Type will appear on printed TEs
  - Job Title will appear on on-line and printed TEs

Travel Expense (TE) eForm

- System changes
  - Alert when the TE amount exceeds the TR amount
  - Initiator and all approvers receive the message

Message

The total amount exceeds the total amount submitted on the Travel Request. (23000,6)

OK   Cancel

Travel Expense (TE) eForm

- System changes
  - New language added to the Travel Admin's Original Receipts Required affirmation box:

Form Messages				
		Message Text	**Description**	**Message Comment**
☐	⚠	Original Receipts Required	By checking this box, I am certifying that I have received all of the original receipts pertaining to this expense report, if applicable, and none of the expenses included in this expense report have already been paid by UMB. These originals will be kept on file within the department.	

NEW- Email notifications

- Email to Travelers going to a foreign country after the TR is approved by the Travel Approver

  – Instructs the traveler to register travel with International SOS

  – Requirement as of March 1, 2017

- Email notifying the Initiator that a TR has been approved by the Travel Approver

NEW- Email notifications

- Email reminders sent for outstanding TRs and TEs
  - Sent to the traveler and the next approver in the workflow
  - Sent 10 calendar days after the TR or TE was entered and every day thereafter
  - One daily email is sent that includes all of the outstanding eforms for the day

New Form Status

- Purged
  - Any eform that is outstanding (i.e. not executed) for more than 6 months after the creation date will be "Purged"
  - Purged forms are expired and cannot be revived
  - Purged forms are available for view-only

New Form Status

- Purging process
  - When travel system changes go live in April, all outstanding eforms that are older than 7/1/2016 will be purged
  - Starting 7/1/17, the daily purge process will be a rolling 6 months

Change to Withdrawn Status

- When an eform is marked "Withdrawn," a comment is now required

Part II: Useful Tools for Viewing Data

- To print a form:
  - Log into eTravel
  - Select View an eTravel Form
  - Enter search criteria or just click Search
  - Select the desired form. Note – the columns can be sorted by clicking the column header
  - Click "Printer Friendly" button in the upper right-hand corner:

- To view the workflow/history of submitted forms:
  - Select the desired form
  - Scroll to the bottom and select Next

- To view the workflow/history of submitted forms (cont'd):
  - The Next screen in the system shows:
    - Status
    - Next approver
    - Link to the names of people who can work the form
    - Visual diagram – next approver is highlighted in blue outline
    - Form status is shown in the Transaction log
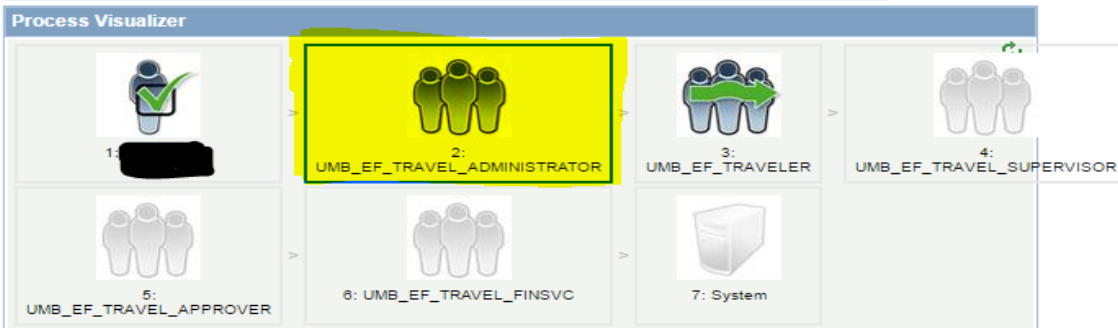   - Link to form messages (e.g. 60-day, original receipts)
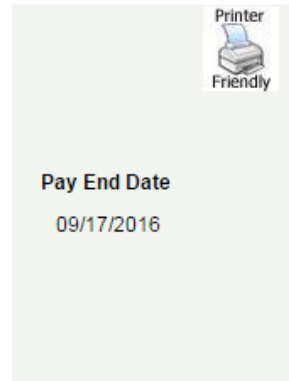   - Comments
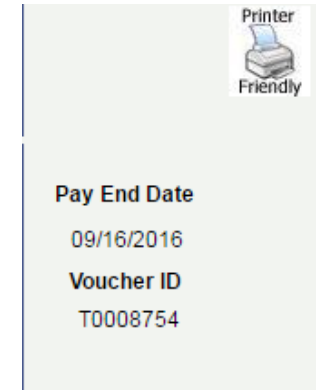
- **To determine if a TE has been paid:**
  - Select the desired form
  - If the reimbursement has been paid, the pay end date and voucher ID (if applicable) will show in the upper right-hand corner below the print icon:

Paid through Payroll:

Printer Friendly

Pay End Date
09/17/2016

Paid through Accounts Payable:

Printer Friendly

Pay End Date
09/16/2016
Voucher ID
T0008754

Part III: Travel Related Updates

Travel Related Updates

- UMB is lifting the Pcard ban on charging hotels, taxis, and rental cars
- Announcement will be sent to Pcard holders as soon as the Pcard guidelines are updated
- Schools/depts. may limit or require this ability to meet operational needs
- Caution against "double dipping" or unallowable charges (i.e. room service on hotel bill)
- TR should be included in the backup for Pcard charge

Travel Related Updates

- Travel policy still in the works
- Travel overpayments project

Travel Contacts

- Debbie Tatum- Financial Services Travel Specialist
  - dtatum@umaryland.edu or 6-6527
- Maureen Clifton- Financial Services Disbursements Manager
  - mclifton@umaryland.edu or 6-2931
- Cindy Lyons- Financial Services Policy & Procedures Manager
  - clyons@umaryland.edu or 6-4439

Questions?