

# Updating the eTravel System to Include Additional Object Codes for Employee Reimbursements

September 1, 2020

Presenters:

Susan McKechnie, AVP and University Controller Cindy Lyons, Deputy Controller



#### Agenda

- 1. eTravel System Background
- 2. Current Situation
- 3. Rules for Processing Business Expense Reimbursements
- 4. Stepping Through the Screen Changes
- 5. Questions



#### Background

- The travel system was created in 2011 in an effort to automate the travel request process as well as the travel reimbursement process
- It was built using an eform tool (the same one used for the ePAF in HRMS) so it is not a fullservice travel system
- It was designed to meet the needs of the USM and State of Maryland requirements



#### Background

- In 2012 we made a change to allow the addition of reimbursements for Business Meals since many of those meals were also associated with travel
- No other types of reimbursements were allowed in the system
- Other reimbursements were submitted through the Accounts Payable process



- The COVID19 pandemic requires employees to work form home so they do not have easy access to office resources
- The State of MD General Accounting Division (GAD) prohibits the purchase of items via Pcard to be delivered to an employee's home
- GAD said employees should purchase items with pre-approval and be reimbursed



- The Recovery Task Force for Finance questioned whether there was a faster way for employees to be reimbursed rather than through the Accounts Payable process
- It was also decided that it was better to get a system up and running ASAP rather than create or redesign a system



- The decision was to use the existing eTravel system and make the necessary tweaks
- Some language and field labels are not a perfect fit but we tried to address as many elements as we could without a complete overhaul
- The system will now be referred to as the Travel/Business Expense (TBE) system



- This change is not just for the COVID teleworking phase- it is the new method for business expense reimbursement
- Reimbursement of business expenses fall under the rules of an accountable plan in order to keep it tax-free to the employee
  - The normal 60 day rule will apply to business expense reimbursements, too; however, this rule has been relaxed to 90 days during the COVID teleworking phase
  - Currently the system will not check for late submissions for Business Expenses; however, we can create reports to identify those who are out of compliance
  - Employees should be told to submit their expenses ASAP



- There must be a business reason for any purchase that is directly or indirectly paid for with UMB funds
- The business reason must be documented
- GAD has directed us to require pre-approval for the purchases
  - In the event there is not a pre-approval, there should be a documented reason why pre-approval could not be obtained



- Purchases must be:
  - Pre-approved by department designee- the format of the approval is up to the dept (ex. dept form or email)
  - Post-approved by employee supervisor and dept fiscal approver (within TBE system)
  - Reasonable and appropriate
  - Substantiated with detailed receipts
  - Considered the property of UMB and returned to campus when appropriate
    - Use EEAF system or
    - Use dept generated notification/tracking



- Only expenses that fall within one of the expense categories listed in TBE can be reimbursed through TBE (list on upcoming slide)
- If an employee was approved to purchase another type of expense it will need to be processed as a NONPO invoice



- Generally items purchased by employees should be low-cost expenses; we do not want to create any financial hardship
- Asking employees to make purchases should be a last resort
- Since payments are included in employee paychecks/direct deposits it is important to pay attention to deadlines for meeting the next biweekly paydate



## Questions?





## Travel/Business Expense System (TBE)\*: Stepping Through the Updated Screens

\*Formerly known as the eTravel System



Introducing India Taylor as our new expert on transactions processed through TBE!



Contact: <u>itaylor@umaryland.edu</u> 410-706-6527



#### TBE – Resources

If you have never used the system or have forgotten how to use it (!!!), demo workshops will be offered.

The first one is planned for next week. Periodically check <a href="here">here</a> for demos.

#### **Dedicated Webpage:**

https://www.umaryland.edu/financialservices/disbursements/employee-reimbursements/



#### TBE – Resources

This presentation will be posted here:

https://www.umaryland.edu/media/umb/af/fs/disbursements/Employee-Reimb-Presentation.pdf

In addition, a detailed manual is available here: <a href="https://www.umaryland.edu/media/umb/af/fs/disbursements/TBE-Manual.pdf">https://www.umaryland.edu/media/umb/af/fs/disbursements/TBE-Manual.pdf</a>

Employee Reimbursement Schedule:

https://www.umaryland.edu/financialservices/disbursements/travel/employee-reimbursement-schedule/



#### TBE – Still the Same

#### Still the same:

- Roles
  - TBE Administrator
  - Supervisor
  - TBE Approver
  - Financial Services Approver



#### TBE – Still the Same

#### Still the same:

- UMB business purpose explanation
- Documentation
  - Upload detailed receipts and evidence of payment



## Changes:

- Landing Page
- Travel Agency List
- Additional Objects



## Landing page:



If the answer is "No," then the actual form appears (next slide).



Add Travel/Business Expense Form

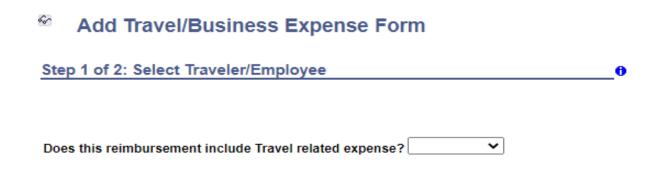
Step 2 of 2: Complete Travel/Business Expense Form

Note:
Only
Employee
selection is
allowed
when
there are
no travelrelated
expenses.



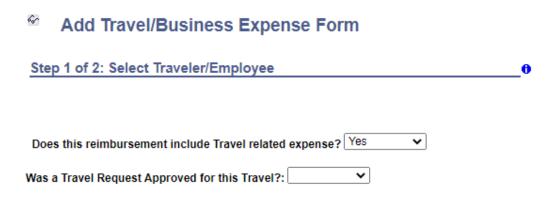


## Landing page:



If the answer is "Yes," then the familiar questions appear (next slide).





After answering the familiar questions about the Travel Request and In-State/Out-of-State Travel, the familiar form entry page appears.

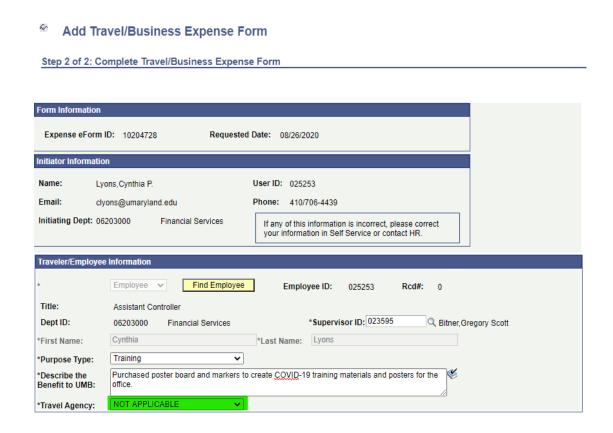


### Important note:

Do not combine employee reimbursements with unrelated travel. Reimbursable expenses that are unrelated to the travel/trip must be entered on a separate form.



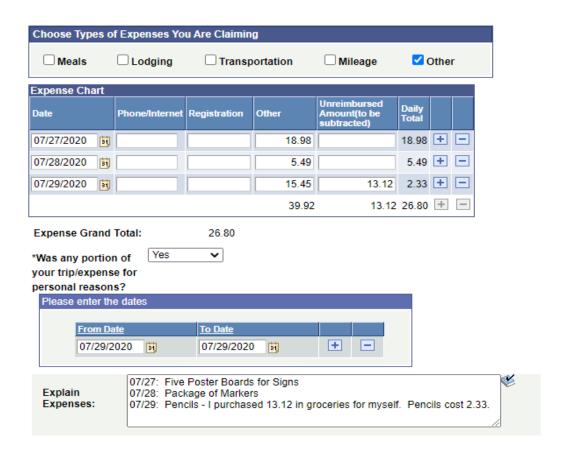
## TBE – Changes Added "NOT APPLICABLE" to the Travel Agency Selection:



Use "NOT APPLICABLE" when only business expenses are included on the form. Continue to use "OTHER" as applicable when travel expenses are included.



#### Detailed descriptions are needed in the Explain Expenses box:





#### TBE – Changes Additional Object Codes:





## Questions?

