## About iTravel and Expense Reporting

**Fiscal Year 2016 Data from 07/01 - 6/30/2016**

Travel related expense reporting are submitted by the traveler or a coordinator on behalf of the traveler. Every traveler has to approve his/her travel expenses and make sure all documentations are filed and attached to a trip expenses claim. The expense claim goes through an approval process starting with the traveler and ending with the accounting office.

## Domestic Trips vs Foreign Trips
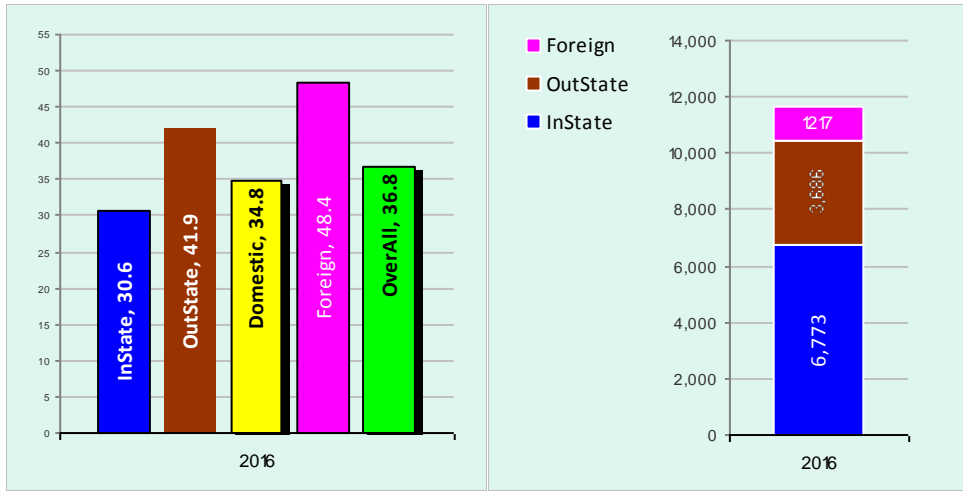
Campus Wide Average Processing Days

Fiscal Year	2016
Total Transactions / Trips	11,676

Processing Stage	Avg Days
Coordinator Review	25.2
Traveler Approval	1.3
Final Department Approval	2.8
Department Processing Avg	29.4
Accounting Approval	7.4
Overall Processing Average	36.8
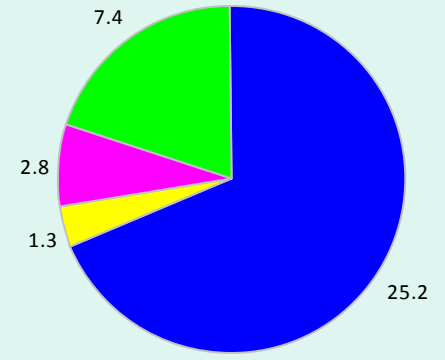
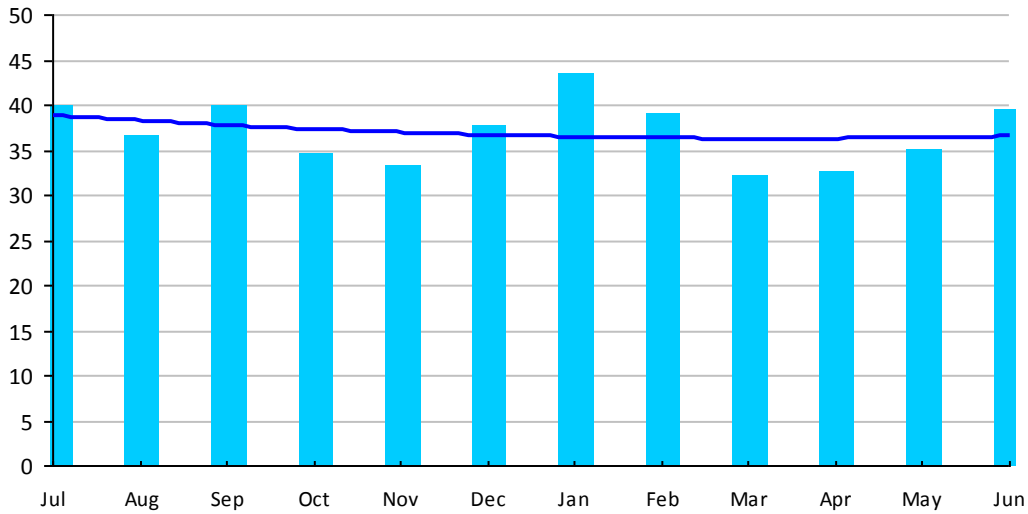## Orgs with Lowest Average Processing Time

ORG Description	Trips	Avg Days
Palm Desert Graduate Center	50	17.3
Computing & Communications	108	19.2
Vice Chancellor - Univ Adv	409	23.1

Average Processing Time by Org
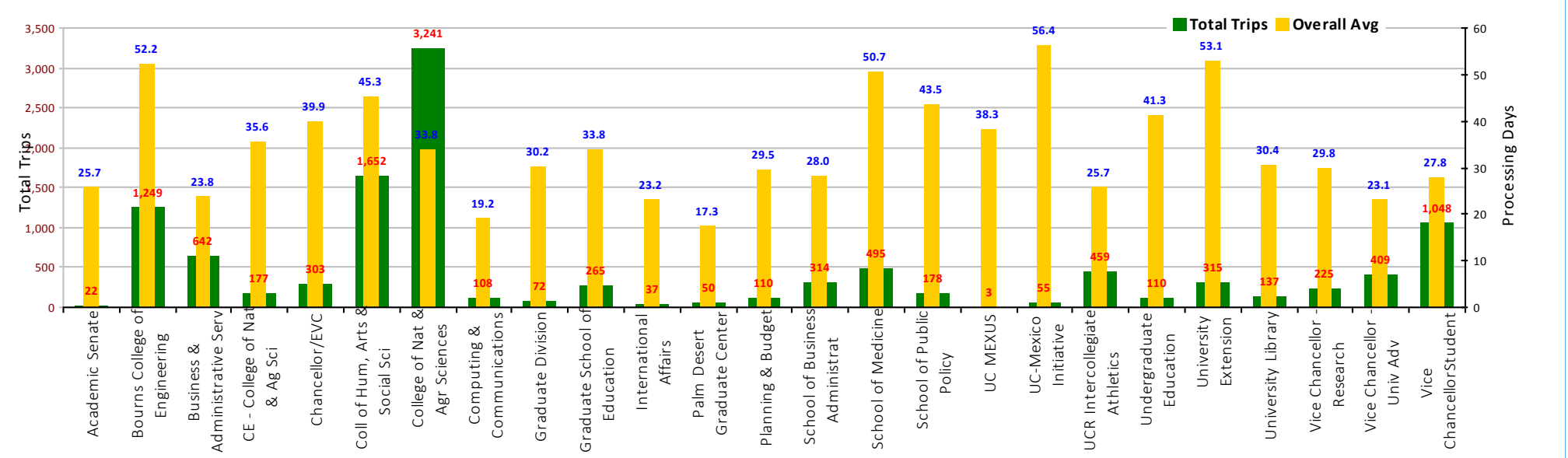
Fiscal Year - 2016 — Monthly Average Processing Time

	July	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Mon.Avg
	39.9	36.7	40.0	34.7	33.4	37.7	43.5	39.1	32.2	32.8	35.0	39.5	37.0

Prior 3-Fiscal Years Average Processing Time by Domestic vs Foreign
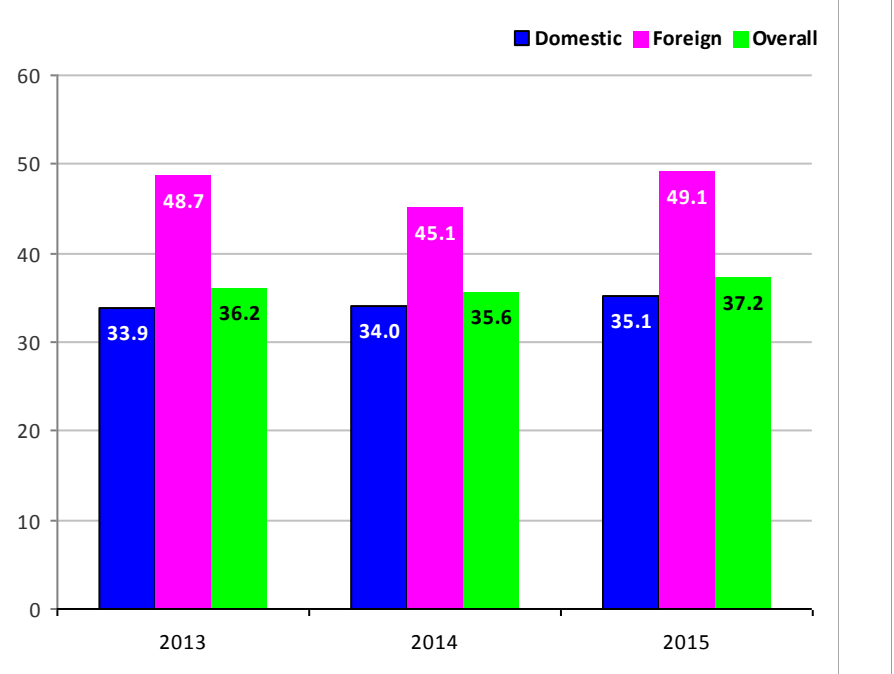
Fiscal Year - 2016 — Monthly Transactions

	July	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Mon.Avg	Trips
	898	660	823	919	1,090	1,010	738	885	1,005	1,088	1,344	1,216	973	11,676
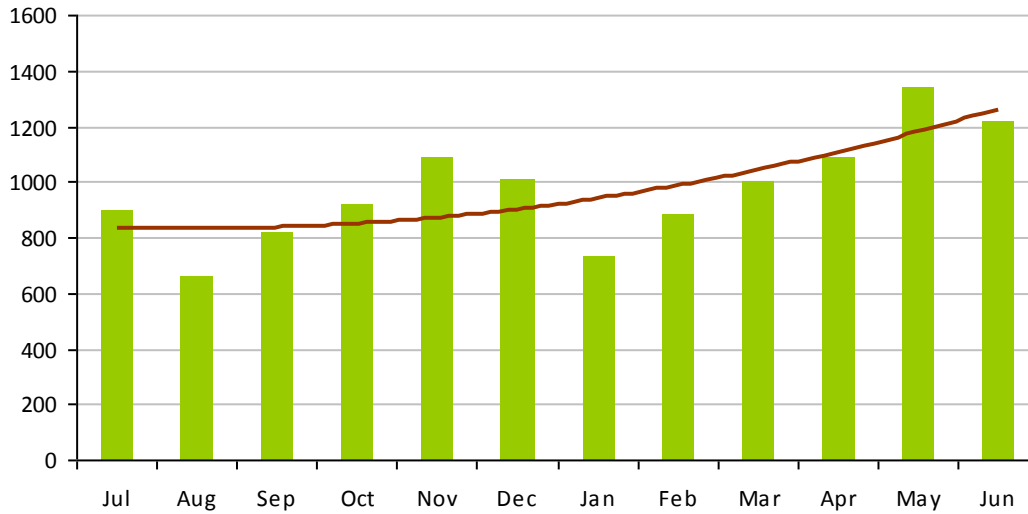
Prior 3-Fiscal Years Average Processing Time by Workflow Roles
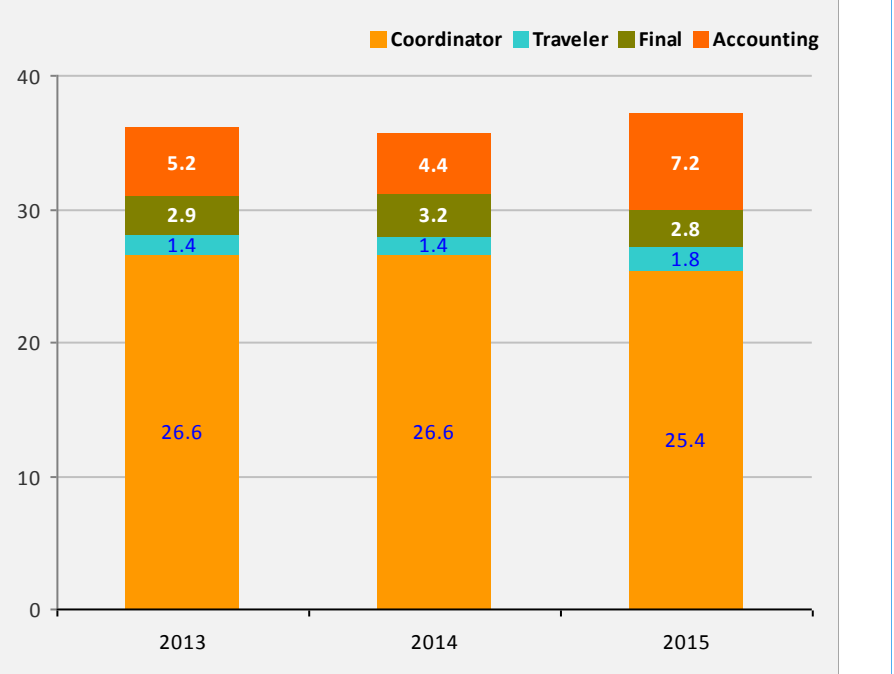
Fiscal Year	**2016**			As Of Date	6/30/2016
Processing Days Category	**Trips**	**PCT of Total**	**ORG Avg**	**Accounting Avg**	**Overall Avg**
15 Days (0 - 15)	2,726	23.3%	7.6	1.3	8.8
30 Days (16 - 30)	3,856	33.0%	15.1	7.7	22.8
60 Days (31 - 60)	3,497	30.0%	31.9	10.3	42.2
60+ Days (Over 60)	1,597	13.7%	95.4	10.9	106.3
Overall	11,676	100%	29.4	7.4	36.8

Processing Days Category — 2016

ORG ID	ORG Description	Total Trips					
		15 Days	30 Days	60 Days	60 + Days	SubTotal	Avg Processing Time
ORG18	Academic Senate	6	9	6	1	22	25.7
ORG11	Bourns College of Engineering	154	298	463	334	1249	52.2
ORG39	Business & Administrative Serv	252	251	108	31	642	23.8
ORG414	CE - College of Nat & Ag Sci	61	63	22	31	177	35.6
ORG20	Chancellor/EVC	81	85	78	59	303	39.9
ORG12	Coll of Hum, Arts & Social Sci	241	480	599	332	1652	45.3
ORG14	College of Nat & Agr Sciences	808	1052	999	382	3241	33.8
ORG21	Computing & Communications	56	36	14	2	108	19.2
ORG22	Graduate Division	23	29	14	6	72	30.2
ORG10	Graduate School of Education	30	109	102	24	265	33.8
ORG32	International Affairs	10	20	7	0	37	23.2
ORG35	Palm Desert Graduate Center	40	6	2	2	50	17.3
ORG17	Planning & Budget	36	43	19	12	110	29.5
ORG13	School of Business Administrat	93	118	83	20	314	28.0
ORG40	School of Medicine	51	144	180	120	495	50.7
ORG37	School of Public Policy	34	39	66	39	178	43.5
ORG530	UC MEXUS	0	1	2	0	3	38.3
ORG520	UC-Mexico Initiative	4	13	23	15	55	56.4
ORG38	UCR Intercollegiate Athletics	141	181	115	22	459	25.7
ORG36	Undergraduate Education	13	39	34	24	110	41.3
ORG15	University Extension	56	110	88	61	315	53.1
ORG16	University Library	35	50	43	9	137	30.4
ORG24	Vice Chancellor - Research	64	83	60	18	225	29.8
ORG26	Vice Chancellor - Univ Adv	144	174	80	11	409	23.1
ORG25	Vice ChancellorStudent Affairs	293	423	290	42	1048	27.8

Fiscal Year	**2015**			As Of Date	6/30/2015
Processing Days Category	Trips	PCT of Total	ORG Avg	Accounting Avg	Overall Avg
15 Days (0 - 15)	2,543	23.5%	7.2	1.8	9.0
30 Days (16 - 30)	3,533	32.6%	15.2	7.5	22.7
60 Days (31 - 60)	3,252	30.0%	33.1	9.4	42.5
60+ Days (Over 60)	1,498	13.8%	96.5	11.0	107.5
Overall	10,826	100%	29.9	7.2	37.2

Processing Days Category — 2015

13.8% / 23.5% / 30.0% / 32.6%
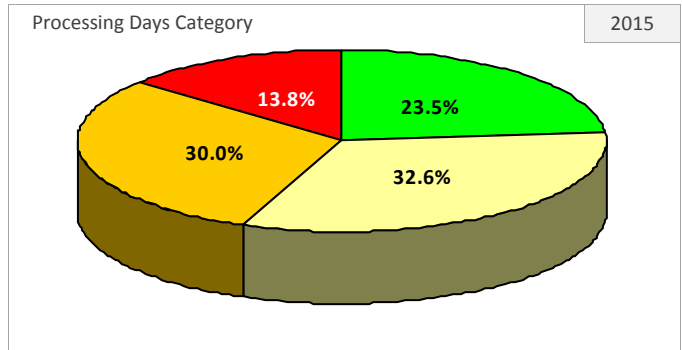
ORG ID	ORG Description	Total Trips					Avg Processing Time
		15 Days	30 Days	60 Days	60 + Days	SubTotal	
ORG18	Academic Senate	8	4	8	2	22	30.2
ORG11	Bourns College of Engineering	152	297	386	264	1099	47.7
ORG39	Business & Administrative Serv	247	192	103	43	585	33.5
ORG414	CE - College of Nat & Ag Sci	53	64	56	23	196	31.4
ORG20	Chancellor/EVC	95	100	102	30	327	33.7
ORG12	Coll of Hum, Arts & Social Sci	243	451	588	335	1617	47.1
ORG14	College of Nat & Agr Sciences	731	950	971	433	3085	36.9
ORG21	Computing & Communications	22	37	17	2	78	24.9
ORG22	Graduate Division	4	10	18	18	50	52.7
ORG10	Graduate School of Education	28	112	120	18	278	33.3
ORG32	International Affairs	3	3	3	0	9	23.4
ORG35	Palm Desert Graduate Center	29	11	0	0	40	11.2
ORG17	Planning & Budget	11	32	17	4	64	27.5
ORG13	School of Business Administrat	86	118	67	39	310	31.1
ORG40	School of Medicine	60	100	157	86	403	46.0
ORG37	School of Public Policy	21	42	36	25	124	47.8
ORG530	UC MEXUS	0	1	0	0	1	27.0
ORG38	UCR Intercollegiate Athletics	164	160	70	21	415	23.5
ORG36	Undergraduate Education	17	30	38	23	108	44.3
ORG15	University Extension	31	59	78	33	201	41.5
ORG16	University Library	54	60	27	15	156	31.1
ORG24	Vice Chancellor - Research	66	110	65	15	256	28.0
ORG26	Vice Chancellor - Univ Adv	164	162	64	10	400	20.7
ORG25	Vice ChancellorStudent Affairs	254	428	261	59	1002	29.0

UC RIVERSIDE — UNIVERSITY OF CALIFORNIA

Fiscal Year	2014			As Of Date	6/30/2014
Processing Days Category	Trips	PCT of Total	ORG Avg	Accounting Avg	Overall Avg
15 Days (0 - 15)	2,973	30.2%	7.4	2.0	9.4
30 Days (16 - 30)	3,019	30.6%	17.7	4.7	22.5
60 Days (31 - 60)	2,512	25.5%	36.4	5.7	42.1
60+ Days (Over 60)	1,355	13.7%	103.6	6.8	110.4
Overall	9,859	100%	31.2	4.4	35.6

Processing Days Category — 2014

Pie chart: 30.2% (green), 30.6% (yellow), 25.5% (gold), 13.7% (red)

ORG ID	ORG Description	Total Trips					
		15 Days	30 Days	60 Days	60 + Days	SubTotal	Avg Processing Time
ORG18	Academic Senate	5	1	7	3	16	35.8
ORG11	Bourns College of Engineering	206	355	376	291	1228	47.7
ORG39	Business & Administrative Serv	293	169	59	26	547	22.0
ORG414	CE - College of Nat & Ag Sci	111	66	36	14	227	23.8
ORG20	Chancellor/EVC	87	76	75	52	290	38.7
ORG12	Coll of Hum, Arts & Social Sci	199	387	455	338	1379	52.8
ORG14	College of Nat & Agr Sciences	936	855	748	334	2873	31.8
ORG21	Computing & Communications	40	18	14	2	74	22.5
ORG22	Graduate Division	11	6	14	10	41	39.7
ORG10	Graduate School of Education	33	70	65	34	202	41.4
ORG32	International Affairs	12	7	1	0	20	14.0
ORG35	Palm Desert Graduate Center	23	5	1	0	29	9.9
ORG17	Planning & Budget	41	17	5	2	65	17.6
ORG13	School of Business Administrat	75	81	79	20	255	30.1
ORG40	School of Medicine	63	61	64	43	231	41.8
ORG37	School of Public Policy	19	18	18	8	63	31.0
ORG38	UCR Intercollegiate Athletics	171	129	87	31	418	26.3
ORG36	Undergraduate Education	10	30	26	14	80	41.4
ORG15	University Extension	48	82	81	44	255	46.9
ORG16	University Library	68	40	33	14	155	26.2
ORG24	Vice Chancellor - Research	49	68	50	9	176	27.7
ORG26	Vice Chancellor - Univ Adv	176	147	54	10	387	20.0
ORG25	Vice ChancellorStudent Affairs	297	331	164	56	848	27.9