Travel and ePay Users Group Meeting

March 21, 2019

Alumni and Visitor's Center

BFS – Business & Financial Services

A Division of Business & Administration Services (BAS)

BAS

BFS

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Agenda

- **Welcome** (Aver Smith)

- **Petty Cash Policy reminders** (Dorthea Ford)

- **Uber via Connexxus** (Dorthea Ford)

- **Common Reasons Why You May Not See Your Traveler** (Sandra Danford)

- **Quick Tips** (Sandra Danford)

- **Travel Reimbursement Stats** (Ellery Triche)

Petty Cash

Dorthea Ford

Petty Cash (UCR Policy 200-72)

Petty Cash funds are used to secure goods and services whenever payment by cash is the most cost-effective method of payment and the transaction conforms to the policy and procedures.

Reimbursement to the fund custodian may be requested on an as-need basis (vouchers must be submitted to Accounting within 60 days of the date of purchase).

To request reimbursement the fund custodian must:

– Prepare an online ePay Request using the Petty Cash category

Petty Cash (UCR Policy 200-72)

When an item or service is purchased, a receipt must be obtained. This receipt must contain, as a minimum, the following elements:

- Date of purchase
- Name of vendor
- Description of merchandise/service
- Total amount paid, including tax, if applicable
- In the case of handwritten receipts which do not include a preprinted vendor name, the vendor name along with a "Received By" signature of the vendor must appear.

Receipts in excess of 60 days from date of purchase will not be reimbursed.

Petty Cash (UCR Policy 200-72)

- The Petty Cash category in ePay is intended for reimbursing funds expended from an authorized Petty Cash fund only.

- Reimbursement should be made to the individual authorized as custodian over the petty cash fund.

  - Any request to change a petty cash custodian must be made with SBS.

- Reimbursements of goods and services to individuals that are not Petty Cash custodians should be processed using the Reimbursement category in ePay.

Uber for UC

- Dorthea Ford

UBER for UC

- **New UC Partnership!**

UBER for UC

- **Uber for UC brings you the best of Uber for all your work related travel needs.**

UBER for UC

What's in it for you?

- Support and safety: [Premium Support](#) is available 24/7. Your safety matters. Peace of mind designed into every ride- including GPS-tracked trips, an in-app Safety Center, and more.

- Effortless expensing: Seamlessly switch between personal and business travel by selecting your company profile in the Uber app. All work trips will be emailed directly to your work email, and your personal trips will never be shared with your company.

- Earn rewards: Take 5 eligible work related trips >$10 and receive $5 in Uber / Uber Eats credit.

Uber Rewards - earn points for meals and miles that unlock benefits that give you more time, flexibility, and control.
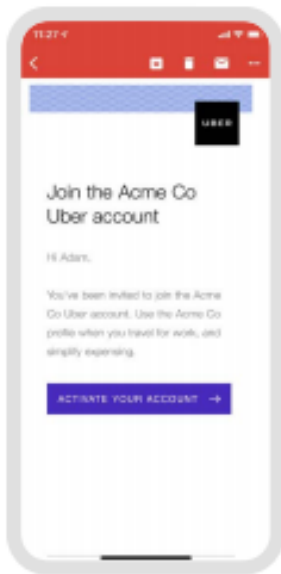
UBER for UC

UC's partnership with Uber offers:

- <u>Rides on demand</u>: get a reliable ride in minutes, at any time and on any day of the year.

- <u>Budget friendly options</u>: compare prices on every kind of ride.

- <u>Stress-free airport transportation</u>: rides from 500+ airports on 6 continents, right now or schedule a ride in advance.
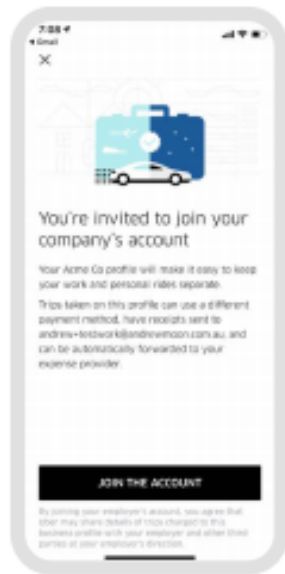
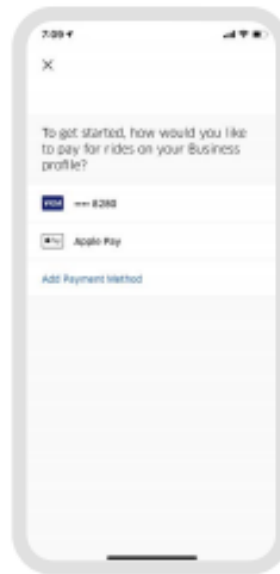## Getting started: Already have a personal Uber account?

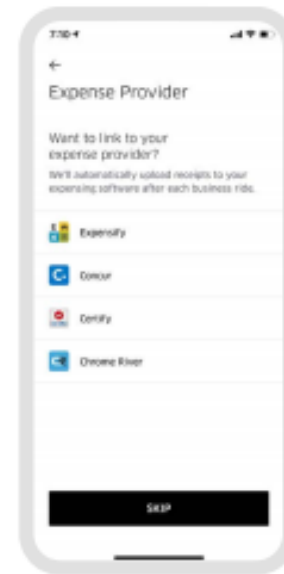Click **HERE** to sign up, then check your work email.

Tap **Activate your account** in your invite email

Tap **Join the account**

Select an existing payment method for work trips, or add a new one

Select an expense platform (optional)
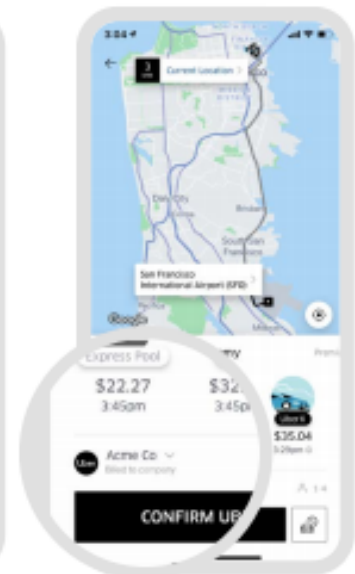
Switch to your company profile when riding for work

Getting started: New to Uber?

Click **HERE** to sign up, then check your work email.
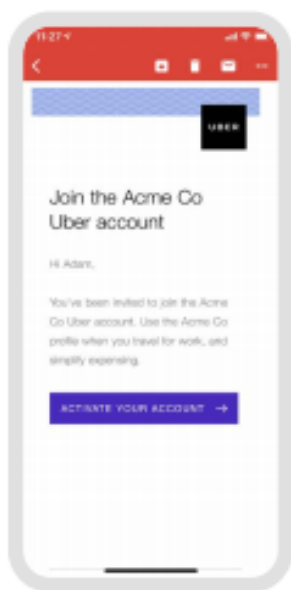
Tap Activate your account
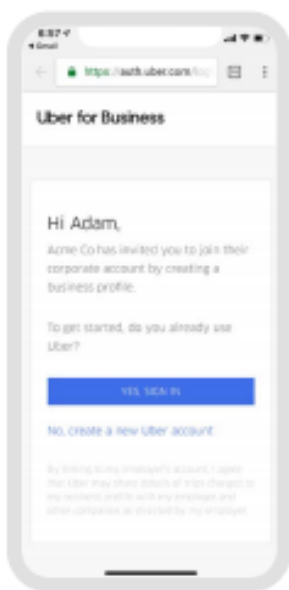
Select No, create a new Uber account
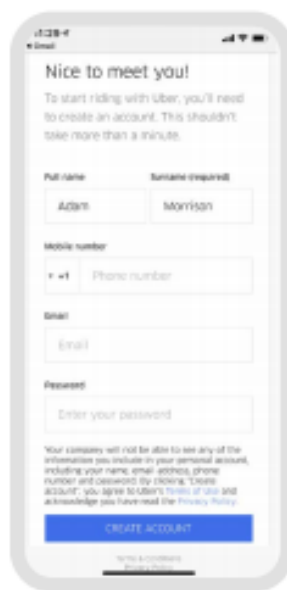
Complete the required fields and add a payment method
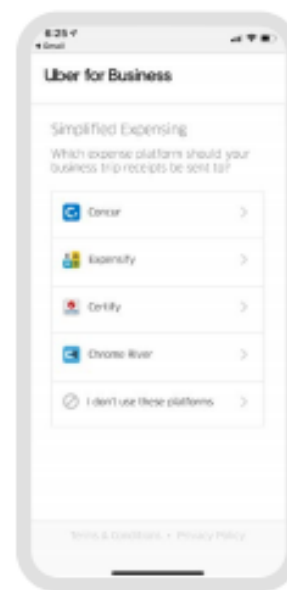
Select an expense platform (optional)
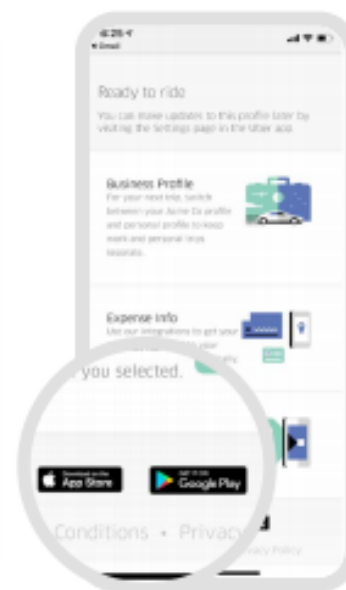
Download the Uber app and log in

When you're ready to ride →

Seamlessly switch between personal and business within the Uber app.

Tap **Where to?** and enter a destination address
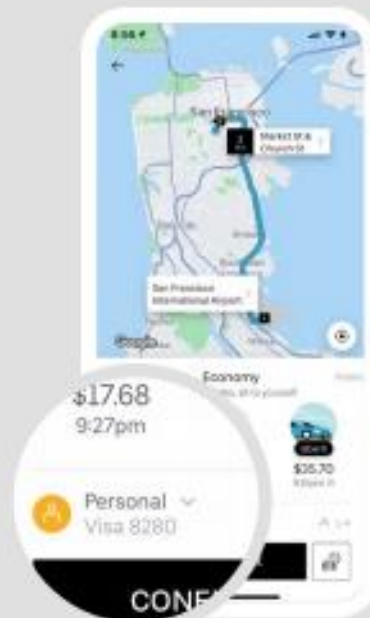
Confirm your pickup and destination address, and tap on the profile selector
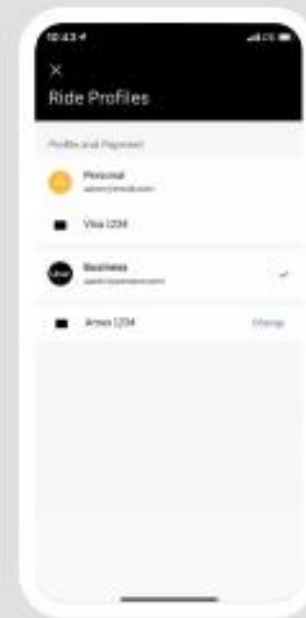
Switch to your company profile and tap **Confirm** to ride

Common reasons why you may not see your Traveler

- Sandra Danford

Common reasons why you may not see your Traveler

- Employee has not been given the role of "Traveler" in EACS by SAA

- The Non-Employee vendor number has not been established and/or is not associated with your department's accountability structure.

- iTravel profile is inactive

Connexxus specific

- There are more than four travel coordinators in your department

- Traveler Role was established, or Vendor number was associated to accountability structure less than 24 hours ago

Employee has not been given the role of "Traveler" in EACS by SAA

In RSPACE, Click on "EACS Accountability Report"

Training & Tools

Access & Training

- UC Learning Center (LMS)
- UCR Enterprise Directory
- Enterprise Access Control System
- Enterprise Systems Access Instructions
- EACS Accountability Report
- Training & Video Tutorials

Enter Travelers NetID and then click "Condensed Accountability Report"

EACS Accountability Report

SAA NetID	
SAA ORG Value	
Application Name	
User NetID	christwb
SAA Type	
Role Details	☐ Compact ☐ Full

Condensed Accountability Report   Close

Employee has not been given the role of "Traveler" in EACS by SAA

Confirm Traveler has the role of "Traveler" under the applicable department.

Acct Struct	Desc	SAA	User NetID	Full Name	User Primary Dept	User Primary ORG	Application	Role Name	Travel Routing
D01100	ACCOUNTING	BOBBIB	CHRISTWB	BAXTER, CHRISTOPHER W	D01100-ACCOUNTING	ORG39 -BUSINESS & ADMINISTRATIVE SERV	UCRFSTOTALS	INQUIRER	View Travel Routing
D01100	ACCOUNTING	BOBBIB	CHRISTWB	BAXTER, CHRISTOPHER W	D01100-ACCOUNTING	ORG39 -BUSINESS & ADMINISTRATIVE SERV	EBUY - UCR PURCHASING SYSTEM	REQUESTOR	
D01100	ACCOUNTING	BOBBIB	CHRISTWB	BAXTER, CHRISTOPHER W	D01100-ACCOUNTING	ORG39 -BUSINESS & ADMINISTRATIVE SERV	TRAVEL	TRAVELER	
D01100	ACCOUNTING	BOBBIB	CHRISTWB	BAXTER, CHRISTOPHER W	D01100-ACCOUNTING	ORG39 -BUSINESS & ADMINISTRATIVE SERV	UCRFS	VIEW ROLES	
...	APPLICATION	BOBBIB	CHRISTWB	BAXTER	D01100	ORG39 -BUSINESS	EBAY ONLINE	ACCOUNTING	

The Non-Employee vendor number has not been established and/or is not associated with your department's accountability structure

- Login to iTravel, select " request a non-employee traveler".

- Prior to requesting a Non-Employee Traveler, make sure he/she is not in the vendor database, as duplicate records create problems.

- Enter the required fields (First name, Last name, Address, City, State, Zip, Phone Number, etc.) and press 'add non-employee traveler.

- After pressing the "add non-employee traveler " button, you will receive a confirmation message.

- You will receive an email notification when the Non-Employee Traveler has been added by the Accounts Payable unit to UCRFS.

The Non-Employee vendor number has not been established and/or is not associated with your department's accountability structure

Associate non-employee traveler to your Accountability Structure

- After receiving email confirmation that your traveler has been added to the database, go back to the "Request Non-Employee Traveler" menu.

- Search for the Non-Employee Traveler by entering the individual's last name and click SEARCH

- Identify the individual from the search results and click the EDIT link under the ACTION column.

- Select the drop-down menu under ACCOUNTABILITY STRUCTURE and designate the appropriate SAA/ORG value.

- Click REQUEST; a confirmation message will display: "Your Accountability Structure has been updated", click OK.

Non-Employee Traveler notes:

- The traveler will follow the default travel routing roles unless the SAA established a unique routing for this non-employee traveler (unique routing is not recommended).

- From the main iTravel menu, the travel coordinator can select Travel Expense Reporting > NEW

- The non-employee traveler will now display in the drop-down list of travelers for the travel coordinator to select from.

iTravel profile is inactive

Check for inactive iTravel profile

Under the Travel Coordinator Options, select "Traveler Profiles"

Check for inactive iTravel profile

Look for the Traveler Profile and view the status. If Inactive, select "Activate" under the actions tab

Traveler Profiles

Add Employee...   Menu

1 to 10 of 274   **1** 2 3 4 5 6 7 8 9 10 ... Next Last

Traveler ID	Traveler Name	SAA	Status	Action
	Millie Garrison	GARRISON	Active	
	Lauris Allen	GARRISON	Active	[Inactivate]
	Ralph M. Fowler	GARRISON	Active	[Inactivate]
	William Sutton	GARRISON	Active	[Inactivate]
	Ring Carde	GARRISON	Active	[Inactivate]
	Bob Krieger	GARRISON	Active	[Inactivate]
	DARREN ANDERSON	GARRISON	Active	[Remove] [Inactivate]
	HEATHER COSTA	GARRISON	Inactive	[Activate]
	IMAD BAYOUN	GARRISON	Active	[Inactivate]
	TRACY PINCKARD	GARRISON	Active	[Inactivate]

1 to 10 of 274   **1** 2 3 4 5 6 7 8 9 10 ... Next Last

Tips

- Sandra Danford

ePay and iTravel Tips

❑ Don't start an ePay or iTravel request until the mailing address is correct in the vendor database.

❑ If ePay/iTravel remit is campus mail, please ensure that your department has documented check handling procedures to avoid mishandling of checks.

❑ For ePay PO Backup, start your event in ePay when the PO is established.

❑ For performance agreements, the 587/590 should be filled out by the actual performer/artist, not the agent or payment recipient

❑ UCTC does not auto store your card information

ePay and iTravel Tips (cont'd)

❑ Holding a trip in Connexxus does not guarantee the price

❑ Only the coordinator that booked a reservation can access the reservation for changes/cancellation.

❑ Email travelfeedback@ucr.edu or ePayfeedback@ucr.edu for questions or additional clarification

Travel Reimbursement Stats

- Ellery Triche

Trip Expense Reporting Stats (2018/19)

	YTD (Feb)	2019
Fiscal Year		
Total Transactions / Trips		7,592

Processing Stage	Avg Days
Coordinator Review	25.2
Traveler Approval	1.5
Final Department Approval	4.6
Department Processing Avg	31.3
Accounting Approval	2.0
Overall Processing Average	33.4
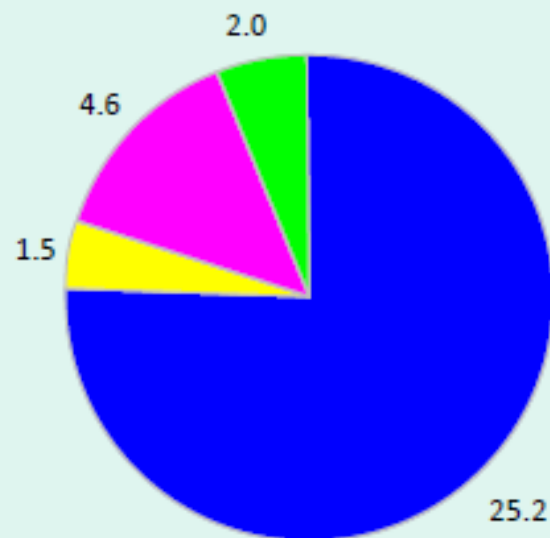
Orgs with Lowest Average Processing Time

ORG Description	Trips	Avg Days
Fac- Plng - Design - Const	32	12.5
Palm Desert Graduate Center	29	13.1
Info. Technology Solutions	117	14.7

Questions?

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Appendix

- Travel Reimbursement 2019 YTD Statistics

About iTravel and Expense Reporting

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. Days in the Travel Coordinator queue begin with trip end date and end when the Travel Coordinator submits the expense report to the Traveler plus any additional days in the Travel Coordinators queue when a trip is returned.

Fiscal Year 2019 Data from 07/01 - 2/28/2019

Campus Wide Average Processing Days

Fiscal Year	2019
Total Transactions / Trips	7,592

Processing Stage	Avg Days
Coordinator Review	25.2
Traveler Approval	1.5
Final Department Approval	4.6
Department Processing Avg	31.3
Accounting Approval	2.0
Overall Processing Average	33.4

Pie chart values: 2.0, 4.6, 1.5, 25.2
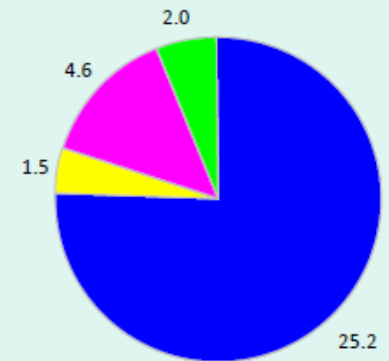
Domestic Trips vs Foreign Trips

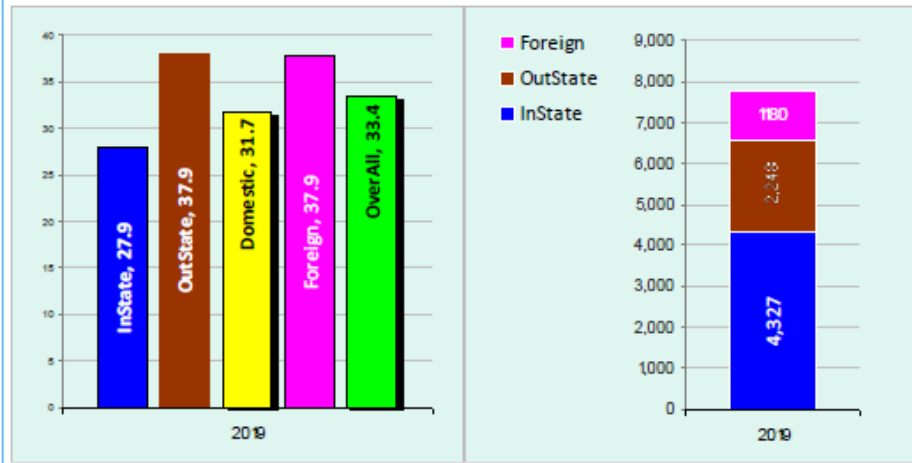Bar chart (2019): InState, 27.9 | OutState, 37.9 | Domestic, 31.7 | Foreign, 37.9 | Overall, 33.4

Legend: Foreign, OutState, InState

Stacked bar (2019): 1180 (Foreign/pink), 2,248 (OutState), 4,327 (InState)

Orgs with Lowest Average Processing Time

ORG Description	Trips	Avg Days
Fac- Plng - Design - Const	32	12.5
Palm Desert Graduate Center	29	13.1
Info. Technology Solutions	117	14.7

Average Processing Time by Org

Legend: Total Trips (green), Overall Avg (yellow)

Org	Total Trips	Overall Avg
Academic Senate	13	19.8
Bourns College of Engineering	912	46.4
Business & Administrative Serv	306	22.8
CE - College of Nat & Ag Sci	92	19.3
Chancellor	104	41.9
Coll of Hum, Arts & Social Sci	1,016	43.8
College of Nat & Agr Sciences	2,164	30.7
Enrollment Services	294	19.2
Fac- Plng - Design - Const	32	12.5
Graduate Division	32	40.6
Graduate School of Education	230	42.6
Info. Technology Solutions	117	14.7
Palm Desert Graduate Center	29	13.1
Planning & Budget	35	28.4
Provost/Exec Vice Chancellor	175	25.9
School of Business	170	30.1
School of Medicine	385	38.8
School of Public Policy	110	35.4
UC MEXUS	58	41.2
UC-Mexico Initiative	6	53.2
UCR Intercollegiate Athletics	260	36.6
University Extension	131	28.2
University Library	86	18.3
Vice Chancellor - Research	150	35.6
Vice Chancellor - Univ Adv	327	20.8
Vice ChancellorStudent	358	23.3

Trip Expense Reporting Processing Time Analysis Report

UC**RIVERSIDE**

Fiscal Year - 2019 — Monthly Average Processing Time

July	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Mon.Avg
37.4	35.0	33.7	29.4	25.5	34.3	45.3	30.8					33.9
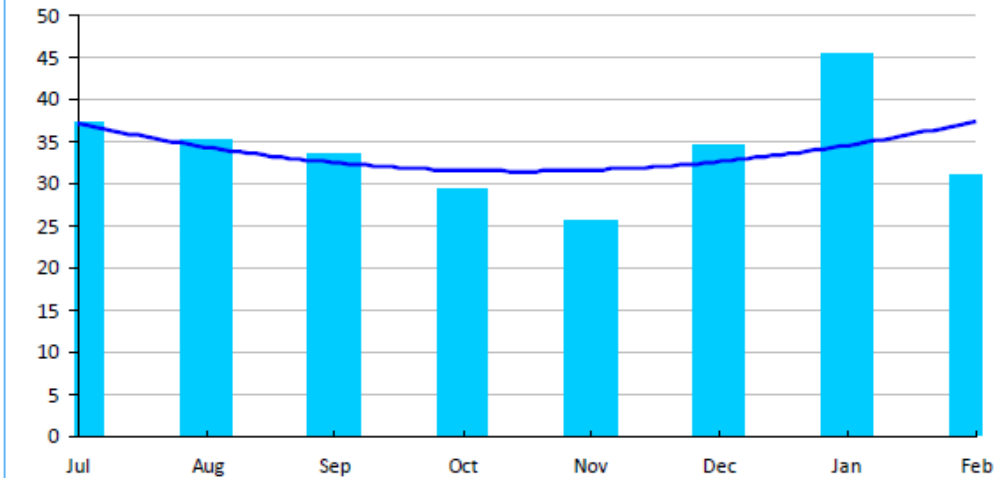
Prior 3-Fiscal Years Average Processing Time by Domestinc vs Foreign
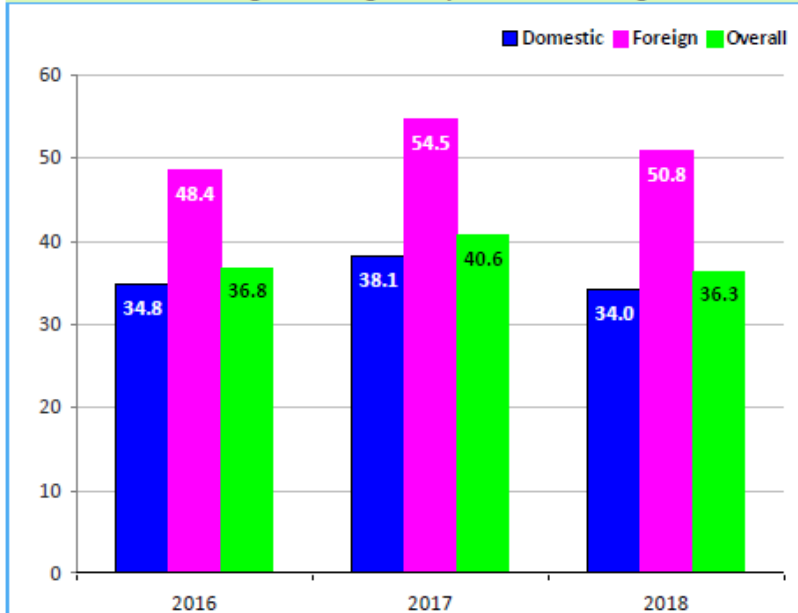
Fiscal Year - 2019 — Monthly Transactions

July	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Mon.Avg	Trips
833	1,183	752	1,133	1,161	851	797	882					949	7,592
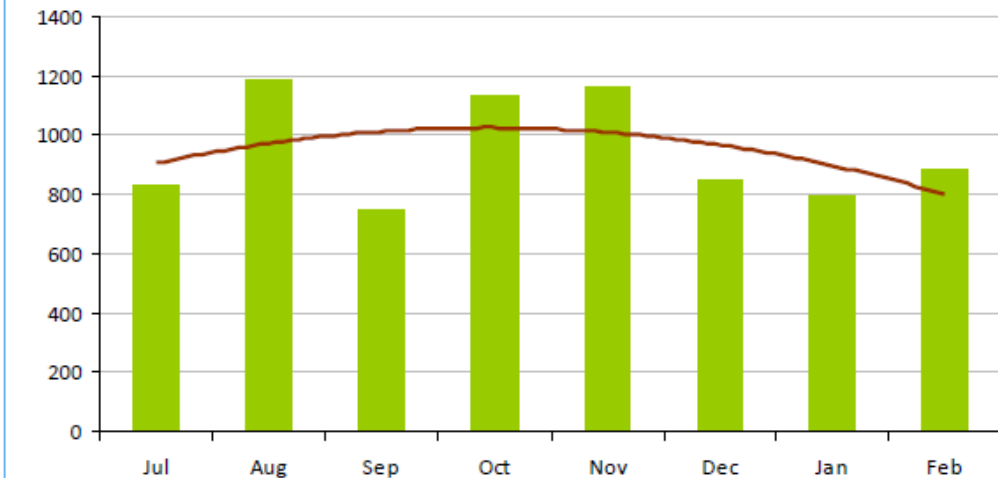
Prior 3-Fiscal Years Average Processing Time by Workflow Roles
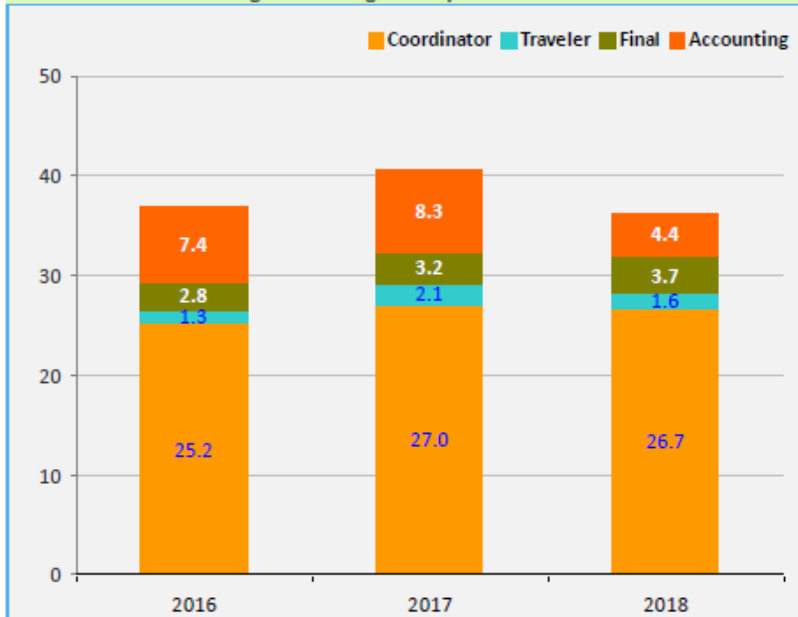
Fiscal Year	2019			As Of Date	2/28/2019
Processing Days Category	Trips	PCT of Total	ORG Avg	Accounting Avg	Overall Avg
15 Days (0 - 15)	2,627	34.6%	8.2	0.9	9.1
30 Days (16 - 30)	2,291	30.2%	20.3	2.0	22.2
60 Days (31 - 60)	1,662	21.9%	39.4	2.9	42.3
60+ Days (Over 60)	1,012	13.3%	103.1	3.6	106.7
Overall	7,592	100%	31.3	2.0	33.4

Processing Days Category   2019

Pie chart: 13.3% (red), 34.6% (green), 30.2% (yellow), 21.9% (tan/gold)
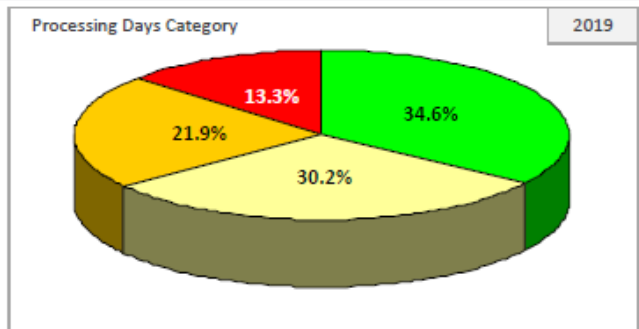
ORG ID	ORG Description	Total Trips					
		15 Days	30 Days	60 Days	60 + Days	SubTotal	Avg Processing Time
ORG18	Academic Senate	9	2	1	1	13	19.8
ORG11	Bourns College of Engineering	191	221	290	210	912	46.4
ORG39	Business & Administrative Serv	160	98	35	13	306	22.8
ORG414	CE - College of Nat & Ag Sci	46	31	13	2	92	19.3
ORG20	Chancellor	22	34	25	23	104	41.9
ORG12	Coll of Hum, Arts & Social Sci	278	296	211	231	1016	43.8
ORG14	College of Nat & Agr Sciences	819	645	448	252	2164	30.7
ORG33	Enrollment Services	141	105	44	4	294	19.2
ORG30	Fac- Plng - Design - Const	25	6	1	0	32	12.5
ORG22	Graduate Division	12	8	5	7	32	40.6
ORG10	Graduate School of Education	68	51	66	45	230	42.6
ORG21	Info. Technology Solutions	85	18	12	2	117	14.7
ORG35	Palm Desert Graduate Center	22	5	2	0	29	13.1
ORG17	Planning & Budget	10	12	11	2	35	28.4
ORG31	Provost/Exec Vice Chancellor	71	49	45	10	175	25.9
ORG13	School of Business	70	46	34	20	170	30.1
ORG40	School of Medicine	77	131	113	64	385	38.8
ORG37	School of Public Policy	31	35	26	18	110	35.4
ORG530	UC MEXUS	4	22	22	10	58	41.2
ORG520	UC-Mexico Initiative	0	1	3	2	6	53.2
ORG38	UCR Intercollegiate Athletics	29	94	99	38	260	36.6
ORG15	University Extension	44	42	37	8	131	28.2
ORG16	University Library	51	26	5	4	86	18.3
ORG24	Vice Chancellor - Research	63	41	24	22	150	35.6
ORG26	Vice Chancellor - Univ Adv	137	134	50	6	327	20.8
ORG25	Vice ChancellorStudent Affairs	162	138	40	18	358	23.3

Fiscal Year	2018			As Of Date	6/30/2018
Processing Days Category	Trips	PCT of Total	ORG Avg	Accounting Avg	Overall Avg
15 Days (0 - 15)	3,913	28.6%	7.9	1.5	9.4
30 Days (16 - 30)	4,240	31.0%	17.8	4.6	22.5
60 Days (31 - 60)	3,632	26.6%	36.2	5.9	42.1
60+ Days (Over 60)	1,879	13.8%	105.8	6.8	112.6
Overall	13,664	100%	32.0	4.4	36.3

Processing Days Category 2018: 28.6%, 31.0%, 26.6%, 13.8%

ORG ID	ORG Description	15 Days	30 Days	60 Days	60 + Days	SubTotal	Avg Processing Time
ORG18	Academic Senate	9	8	6	6	29	38.3
ORG11	Bourns College of Engineering	248	460	515	381	1604	48.1
ORG39	Business & Administrative Serv	278	240	88	28	634	22.0
ORG414	CE - College of Nat & Ag Sci	93	61	27	9	190	22.4
ORG20	Chancellor	46	60	60	36	202	40.1
ORG12	Coll of Hum, Arts & Social Sci	438	467	479	404	1788	50.2
ORG14	College of Nat & Agr Sciences	1252	1213	1065	476	4006	33.5
ORG33	Enrollment Services	276	204	98	24	602	21.9
ORG30	Fac- Plng - Design - Const	35	8	11	1	55	17.1
ORG22	Graduate Division	22	19	9	23	73	54.9
ORG10	Graduate School of Education	49	106	150	56	361	44.3
ORG21	Info. Technology Solutions	75	36	27	13	151	23.8
ORG35	Palm Desert Graduate Center	21	9	3	0	33	15.5
ORG17	Planning & Budget	26	26	21	13	86	40.5
ORG31	Provost/Exec Vice Chancellor	70	82	38	19	209	28.7
ORG13	School of Business	99	109	75	29	312	29.9
ORG40	School of Medicine	89	189	209	140	627	47.9
ORG37	School of Public Policy	44	57	56	28	185	38.6
ORG530	UC MEXUS	24	33	56	16	129	35.8
ORG520	UC-Mexico Initiative	3	8	9	1	21	32.9
ORG38	UCR Intercollegiate Athletics	112	191	138	56	497	32.8
ORG15	University Extension	85	87	65	15	252	27.9
ORG16	University Library	76	36	21	9	142	21.8
ORG24	Vice Chancellor - Research	88	79	56	24	247	30.4
ORG26	Vice Chancellor - Univ Adv	196	222	115	25	558	24.6
ORG25	Vice ChancellorStudent Affairs	159	230	235	47	671	31.2