

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 full-service 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

Current Situation

- The COVID19 pandemic requires employees to work from 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

Current Situation

- 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

Current Situation

- 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

Current Situation

- 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

Rules for Business Expense Reimbursements

- 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

Rules for Business Expense Reimbursements

- 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 EAAF system or
 - Use dept generated notification/tracking

Rules for Business Expense Reimbursements

- 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

Rules for Business Expense Reimbursements

- 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 bi-weekly payday

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: itaylor@umaryland.edu

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 [here](#) 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/distributions/Employee-Reimb-Presentation.pdf>

In addition, a detailed manual is available here:

<https://www.umaryland.edu/media/umb/af/fs/distributions/TBE-Manual.pdf>

Employee Reimbursement Schedule:

<https://www.umaryland.edu/financialservices/distributions/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

TBE – Changes

Changes:

- Landing Page
- Travel Agency List
- Additional Objects

TBE – Changes

Landing page:

 **Add Travel/Business Expense Form**

Step 1 of 2: Select Traveler/Employee 

Does this reimbursement include Travel related expense?

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

TBE – Changes

Add Travel/Business Expense Form

Step 2 of 2: Complete Travel/Business Expense Form

Note:
Only
Employee
selection is
allowed
when
there are
no travel-
related
expenses.

Form Information	
Expense eForm ID: 10204671	Requested Date: 07/29/2020

Initiator Information	
Name: Lyons, Cynthia P.	User ID: 025253
Email: clyons@umaryland.edu	Phone: 410/706-4439
Initiating Dept: 06203000 Financial Services	If any of this information is incorrect, please correct your information in Self Service or contact HR.

Traveler/Employee Information	
* Employee <input type="text" value="Employee"/> <input type="button" value="Find Employee"/>	Employee ID: Rcd#: 0
Title:	Supervisor ID:
Dept ID:	
*First Name: <input type="text"/>	*Last Name: <input type="text"/>
*Purpose Type: <input type="text"/>	
*Describe the Benefit to UMB: <input type="text"/>	
*Travel Agency: <input type="text"/>	

Check Address	
Country: <input type="text" value="USA"/> <input type="button" value="United States"/>	
*Address Line 1: <input type="text"/>	

TBE – Changes

Landing page:

 **Add Travel/Business Expense Form**

Step 1 of 2: Select Traveler/Employee 


Does this reimbursement include Travel related expense?


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

TBE – Changes

Add Travel/Business Expense Form

Step 1 of 2: Select Traveler/Employee 

Does this reimbursement include Travel related expense? 

Was a Travel Request Approved for this Travel?: 

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

TBE – Changes

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:

Add Travel/Business Expense Form

Step 2 of 2: Complete Travel/Business Expense Form

Form Information	
Expense eForm ID: 10204728	Requested Date: 08/26/2020
Initiator Information	
Name: Lyons, Cynthia P.	User ID: 025253
Email: clyons@umaryland.edu	Phone: 410/706-4439
Initiating Dept: 06203000 Financial Services	If any of this information is incorrect, please correct your information in Self Service or contact HR.
Traveler/Employee Information	
* <input type="text" value="Employee"/> <input type="button" value="Find Employee"/>	Employee ID: 025253 Rcd#: 0
Title: Assistant Controller	
Dept ID: 06203000 Financial Services	*Supervisor ID: 023595 <input type="text"/> Bitner, Gregory Scott
*First Name: <input type="text" value="Cynthia"/>	*Last Name: <input type="text" value="Lyons"/>
*Purpose Type: <input type="text" value="Training"/>	
*Describe the Benefit to UMB:	<input type="text" value="Purchased poster board and markers to create COVID-19 training materials and posters for the office."/>
*Travel Agency:	<input type="text" value="NOT APPLICABLE"/>

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

TBE – Changes

Detailed descriptions are needed in the Explain Expenses box:

Choose Types of Expenses You Are Claiming

Meals
 Lodging
 Transportation
 Mileage
 Other

Expense Chart

Date	Phone/Internet	Registration	Other	Unreimbursed Amount (to be subtracted)	Daily Total		
07/27/2020			18.98		18.98	+	-
07/28/2020			5.49		5.49	+	-
07/29/2020			15.45	13.12	2.33	+	-
			39.92	13.12	26.80	+	-

Expense Grand Total: 26.80

*Was any portion of your trip/expense for personal reasons?

Please enter the dates

From Date	To Date		
07/29/2020	07/29/2020	+	-

Explain Expenses:

07/27: Five Poster Boards for Signs
 07/28: Package of Markers
 07/29: Pencils - I purchased 13.12 in groceries for myself. Pencils cost 2.33.

TBE – Changes

Additional Object Codes:

Look Up Object/Exp Type

Search by: begins with

[Advanced Lookup](#)

Search Results

View 100 First ◀ 1-26 of 26 ▶ Last

Account	Description
3210	Postage & Mail
3285	Cell Phone Expenditures
3290	Mailing Service
3311	In-State Travel
3321	Out-of-State Travel
3330	Travel-In-State-Taxable
3331	Travel-Out-of-State-Taxable
3332	Travel-Foreign-Taxable
3360	Foreign Travel
3370	Taxable Travel Stipend
3371	Day Business Trvl Meal Taxable
3718	CS-Printing & Reproduction Svc
3728	CS-Freight & Delivery
3745	Food Reimbursements
3773	Business Meals
3915	Books/Periodicals
3916	Office Supplies
3922	Conference Materials
3924	Instructional Materials
3939	PPE Supplies
3948	Duplicating&Printing Supplies
3952	Other Supplies & Materials
3975	IT Supplies
4710	Employee Development&Training
4920	Subscriptions
4930	Association Dues

Questions?

