Banner Travel and Expense Module
Background

• Efficiency and Effectiveness Committee initiative (2010):
  – Automated solution for reimbursement – from routing for electronic approvals to full system implementation
  – Potential use of travel card

• Research Issues Taskforce (2014):
  – Evaluate Banner Travel and Expense Module
  – Explore expanded use of PCard for travel-related expenses
  – Review business practices and traveler pain points
Benefits of Banner T&E

• Fully integrated – it’s already Banner!
• Delegates can complete reimbursement requests on behalf of Travelers
• Electronic routing – uses Banner Workflow (we already have that piece!)
• Tracking – travelers, delegates, and approvers will know at any time where in the process a reimbursement is
• Document attachment – uses BDMS (we already have that piece!) and eliminates paper
• When used, Travel Authorization details become reimbursement details – one set of entry!
Benefits of Banner T&E

- Per Diem calculation is calculated by the system per NMSU’s business rules – based on location and time of travel
- Handles advances, reimbursable, and non-reimbursable expenses
- Possible replacement option for Wells Fargo CCER product for PCard reconciliation and approval
- Familiar environment (for those who work with Effort Reports and ELRs)
- Traveler/Delegate experience is intuitive and easy-to-use
- Reporting available – authorizations, expense reports, and more
High-Level Process Overview

1. Traveler/Delegate completes Authorization
2. Authorization routes for approval
3. Trip
4. Expense Report routes for approval
5. Traveler/Delegate completes Expense Report
6. Transactions post and employee is reimbursed
Travel Authorizations

- Electronic routing
- Use of Travel Authorizations minimizes disallowed reimbursement items
- Up-front work means expense report can be created with minimal effort
- Can use to automatically encumber funds
- Creates an easy means of producing a “Trip Report”
- Electronic attachment for backup
- Only requires the initial setup of a Travel Profile
Logging In

[Image of a user interface for logging in to an application, showing an Authorization Report List for Denise McGarry]
Authorizations
Authorizations – Adding an Itinerary
Authorizations – Adding Expenses

Meeting in Boston (TA004548 - In Process)

Add Expenses

Date: * Feb 23, 2015
Type: * Select
Receipt Amount: * 0 USD

Paid By: * Select
Provider:
Location:

Description:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
<th>Pay in USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 23, 2015</td>
<td>Airfare</td>
<td>Delta Air from Las Cruces to Boston</td>
<td>441.00</td>
</tr>
<tr>
<td>Feb 23, 2015</td>
<td>Hotel</td>
<td>Midwestern Express Hotel</td>
<td>300.00</td>
</tr>
</tbody>
</table>
Authorizations – Attaching Receipts/Backup
Expense Reports

- Can have multiple expense reports per Travel Authorization
  - Don’t have to wait for all receipts to submit reimbursements
  - All expenses tied together by Authorization number
- Import transactions directly from Travel Authorization
- Can import and reconcile institutional credit card transactions directly – no need for bank processing software
- Electronic receipt attachment (BDMS)
- Electronic routing (Banner Workflow)
### Expense Reports

![Authorization Report List for Denise McGarry](image)

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report ID</th>
<th>Report Date</th>
<th>Status</th>
<th>Status Date</th>
<th>Reimbursable</th>
<th>Non-Reimbursable</th>
<th>Report Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting in Boston</td>
<td>TA004548</td>
<td>Feb 20, 2015</td>
<td>Approved</td>
<td>Feb 20, 2015</td>
<td>0.00</td>
<td>741.00</td>
<td>741.00</td>
</tr>
<tr>
<td>Conference in Boston</td>
<td>TA004547</td>
<td>Feb 26, 2015</td>
<td>Submitted</td>
<td>Feb 20, 2015</td>
<td>0.00</td>
<td>741.00</td>
<td>741.00</td>
</tr>
<tr>
<td>Trip to Denver</td>
<td>TA004546</td>
<td>Feb 20, 2015</td>
<td>Approved</td>
<td>Feb 20, 2015</td>
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<tr>
<td>Affiliation Test 2</td>
<td>TA004542</td>
<td>Feb 17, 2015</td>
<td>Approved</td>
<td>Feb 17, 2015</td>
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<td>1,800.00</td>
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<tr>
<td>Affiliation test</td>
<td>TA004541</td>
<td>Feb 17, 2015</td>
<td>Approved</td>
<td>Feb 17, 2015</td>
<td>1,800.00</td>
<td>0.00</td>
<td>1,800.00</td>
</tr>
<tr>
<td>DM Test 4</td>
<td>TA004540</td>
<td>Nov 24, 2014</td>
<td>In Process</td>
<td>Nov 24, 2014</td>
<td>3,581.00</td>
<td>0.00</td>
<td>3,581.00</td>
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<tr>
<td>DM Test 3</td>
<td>TA004539</td>
<td>Nov 24, 2014</td>
<td>In Process</td>
<td>Nov 24, 2014</td>
<td>4,775.00</td>
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</tr>
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<td>DM Test 2</td>
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<td>Nov 24, 2014</td>
<td>In Process</td>
<td>Nov 24, 2014</td>
<td>120.00</td>
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<td>120.00</td>
</tr>
<tr>
<td>DM Test 1</td>
<td>TA004537</td>
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<td>In Process</td>
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<td>147.00</td>
<td>0.00</td>
<td>147.00</td>
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<tr>
<td>Test 1.12</td>
<td>TA004535</td>
<td>Nov 11, 2014</td>
<td>In Process</td>
<td>Nov 11, 2014</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Drools test 2 - no tax</td>
<td>TA004534</td>
<td>Nov 06, 2014</td>
<td>In Process</td>
<td>Nov 06, 2014</td>
<td>309.00</td>
<td>0.00</td>
<td>309.00</td>
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<tr>
<td>Drools re-default of Acc</td>
<td>TA004533</td>
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<td>Drools account re-def.</td>
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<td>Nov 06, 2014</td>
<td>82.00</td>
<td>0.00</td>
<td>82.00</td>
</tr>
</tbody>
</table>

Generate Expense Report
Expense Reports – Assigning Credit Card Charges

![Assign Charges and Generate Expense Report for Denise McGarry](image-url)

- **Report Name:** Meeting in Boston
- **Report Date:** Feb 20, 2015
- **Affiliation:** Select

### Report ID: TA0001548 Meeting in Boston

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 23, 2015</td>
<td>Airfare</td>
<td>441.00</td>
</tr>
<tr>
<td>Feb 23, 2015</td>
<td>Hotel</td>
<td>300.00</td>
</tr>
</tbody>
</table>

- **Reference Number:** 20140221010102C
- **Transaction Date:** Feb 21, 2014
- **Description:** MIDWEST EXPRESS
- **Amount:** 291.99

- **Reference Number:** 20140221010102C
- **Transaction Date:** Feb 21, 2014
- **Description:** DELTA AIR LINES
- **Amount:** 441.00
Expense Reports – Line Items

Meeting in Boston (TR116570 - In Process)

Update Selected Expense

Date: Feb 23, 2015
Type: Airfare
Receipt Amount: $441.00

Paid By: (NE)Institution procured
Provider: DELTA AIR LINES
Location:

Description: Delta Air from Las Cruces to Boston

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
<th>Pay in USD</th>
<th>Pay in USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 23, 2015</td>
<td>Airfare</td>
<td>Delta Air from Las Cruces to Boston</td>
<td>$441.00</td>
<td>$441.00</td>
</tr>
<tr>
<td>Feb 23, 2015</td>
<td>Hotel</td>
<td>Midwestern Express Hotel</td>
<td>$291.99</td>
<td>$291.99</td>
</tr>
</tbody>
</table>
Expense Reports – Per Diem

• Customizable – Calculations use our business rules
Expense Reports – Running Totals

- **Traveler**
  - Denise McGarry (ID: 2004080000)
  - Pay Currency: USD
  - Pay Amount: $114.00
  - Pay By: Check/Direct Deposit

- **Summary By Type**
  - **Total:** $846.99 USD
    - **Reimbursable**
      - **Total:** $114.00 USD
      - Meals per diem: $114.00
    - **Non-Reimbursable**
      - **Total:** $732.99 USD
      - Airfare: $441.00
      - Hotel: $291.99
Approvals – Email Notification

Travel & Expense Document Approval Requested by Chris Eby for TR150297

workflow@ellucian.com
to me

8/19/14

Dear Chris Eby,

You are listed as the approver for the following Travel and Expense Reimbursement Report for Chris Eby. Please log into Workflow to view and approve.

Document Code: TR150297
Entered by: Chris Eby
Document Purpose: Meeting
Document Description: None
Document Comments: None
Expense Reimbursable Amount: 113.88 USD
Cleared Advance Amount: 0.00 USD
Pay Amount: 113.88 USD
Pay By: Check/Direct Deposit

The following comments were entered by Previous Approver(s):
N/A
Approvals - Workflow
# Approvals

## Travel and Expense Approval

Your approval is being requested for the following Travel & Expense Remuneration Report.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Traveler:</td>
<td>Mark Delfino</td>
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<tr>
<td>Affiliation:</td>
<td>Faculty member</td>
</tr>
<tr>
<td>Entered by:</td>
<td>Mark Delfino</td>
</tr>
<tr>
<td>Relocation:</td>
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<td>Report Type:</td>
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<tr>
<td>Document Code:</td>
<td>TR114630</td>
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<tr>
<td>Report Date:</td>
<td>20-JAN-2014</td>
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<tr>
<td>Document Purpose:</td>
<td>Conference</td>
</tr>
<tr>
<td>Document Description:</td>
<td>PA Banner User Group Conference</td>
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<tr>
<td>Document Comments:</td>
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<tr>
<td>Expense Reimbursable Amount:</td>
<td>405.34 USD</td>
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<tr>
<td>Non-Reimbursable Amount:</td>
<td>0.00 USD</td>
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<tr>
<td>Total Amount:</td>
<td>405.34 USD</td>
</tr>
<tr>
<td>Budget Available for Reimbursable Expenses:</td>
<td>No</td>
</tr>
<tr>
<td>Cleared Advance Amount:</td>
<td>0.00 USD</td>
</tr>
<tr>
<td>Pay Amount:</td>
<td>405.34 USD</td>
</tr>
<tr>
<td>Pay By:</td>
<td>Check/Direct Deposit</td>
</tr>
</tbody>
</table>

Please select an approval status and enter any appropriate comments.

- Approval Status
  - Approve (Final)
  - Approve & Add Approver (Enter the approver's Workflow Login ID in the Additional Approver field below.)
  - Deny
  - Return for Correction
That’s It!

• Questions?