

# CAL POLY POMONA

## TRAVEL REDESIGN INITIATIVE

FY 2018/2019



# What does the Travel Redesign Initiative Entail?

- Travel policy alignment with the CSU Travel Procedures
- Options to minimize out of pocket travel costs for Faculty/Staff
- Implementation of Automated Clearing House (ACH) payment processing in AP
- Implementation of an eTravel system – Concur

# Travel Policy Alignment

- Align CPP, Foundation and CSU Travel Procedures
  - Identify and remove restrictive measures that are not valuable to the CPP traveler
  
- Update of campus travel website and related documentation
  - Summary page/document outlining travel procedure revisions

# Options to Minimize Out of Pocket Costs

- Current Option
  - Individual Liability Credit Card with US Bank
  
- Future Options
  - Corporate Individual Credit Card with US Bank
  - Corporate Departmental Credit Card with US Bank
  
- Liability for charges falls under the University/Department, not the traveler
  
- Transition to the new card platform in January 2019

# Implementation of Automated Clearing House (ACH)

- Convenient, reliable and safe payment option
- Eliminates the risk of payments being lost in the mail, misplaced or stolen
- Deposit posted within three (3) business days
- Option to be available in January 2019

# Implementation of Concur

## Benefits

- Streamline the workflow associated with processing travel related activity
- System configuration of checks and balances to ensure completeness and policy enforcement
- Faster approval and processing time for travel reimbursements to University personnel
- Fully automated and paperless process

# Implementation of Concur

## Features

- Built-in approval workflow for requests and expense reports
- Email notifications for pending approvals in queue
- Reminder emails
  - Pending approvals
  - Unsubmitted expense reports
  - Past requests with no expense reports
- Ability to check the status of your request or expense report in real-time
- System calculated mileage via Google Maps for Expense Reporting
- Customized audit rules
  - Identification of travel ban states
  - Receipt required notification on expense types
  - Message displayed to provide justification for hotel above the cap

# Implementation of Concur

- Training Materials and Resources
  - Updated campus travel website
  - Concur training documentation library
    - How-to user guides
    - Step-by-step instructions
  - Concur training videos in coordination with MediaVision
    - How to create a request
    - How to create an expense report



# Implementation Contacts

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# Questions?