Key Changes to the T&E Reimbursement System

January 2017

Old System

Traveler Information (old)

- The following traveler information is found in the BPS System:
- Traveler Name: Last, First
- Traveler ID: E012345678
- Traveler Email Address: email@berkeley.edu

Trip Information (old)

- TRV number listed on page

Updated System

Traveler Information (new)

- Added traveler’s e-mail address
- Required traveler to select preferred approver
- All approvers for this org node will still have access to approve
- Selected preferred approver will receive a notification e-mail when the report is submitted

Trip Information (new)

- Added help text for entire page
- Added instructions for creating a valid business purpose
Old System

Location Expenses (old)

Updated System

Location Expenses (new)

Billing Information (old)

Billing Information (new)

"Billing Information" has been changed to "Special Circumstances"

Added check boxes to indicate that either no special circumstances are being reported or that one or both types of special circumstances exist.

Reduced the number of “Transportation Types” to those most commonly used.

Updated airfare options, so that when airfare is selected, system will ask if airfare was paid via Direct Bill and if so, asks for the Direct Bill ID number.

Reduced the number of “Misc. Expense Types” to those most commonly used.

Included examples of the most common expenses to explain where special circumstances might occur.

TRV number listed on page

Added help text for entire page

Added instructions for how the page should be used.

Reduced the number of expense reporting options available for international trips, or trips over 30 days.

If the first special circumstances box is checked, it will enable a box on the next page to enter entertainment meal expenses.

TRV number listed on page

Added help text for entire page

TRV number listed on page

Added instructions for how the page should be used.

Reduced the number of “Transportation Types” to those most commonly used.
Old System

**Daily Expenses (old)**

- **Daily Expenses**
  - Meals and Incidentals:
    - 1/1/2016: $10.00, 2/1/2016: $10.00
  - Lodging:
    - 1/1/2016: $100.00

**Daily Expenses with Per Diem (old)**

- **Daily Expenses**
  - Meals and Incidentals:
    - 1/1/2016: $200.00
  - Lodging:
    - 1/1/2016: $300.00

Updated System

**Daily Expenses (new)**

- **Daily Expenses**
  - Meals and Incidentals:
    - 1/1/2016: $10.00, 2/1/2016: $10.00
  - Lodging:
    - 1/1/2016: $100.00

**Daily Expenses with Per Diem (new)**

- **Daily Expenses**
  - Meals and Incidentals:
    - 1/1/2016: $200.00
  - Lodging:
    - 1/1/2016: $300.00

- **Added help text for entire page**
  - The option to enter entertainment meal expenses will only show up if the first of the two special circumstances boxes was checked on the previous page.
  - Greyed out lodging option for the final day of the trip, as that is the day of departure to the next location or to return home.

- **TRV number listed on page**
  - If per diem is selected, it will show a breakdown of the daily rate, the number of days in the trip, and then the total amount, including when there are partial days and any pro-ration.
  - For example, the $65 meal charge for entertainment now shows up in itemized list, rather than being lumped into the $200 for meals and incidentals.
Relocated the GL Department Description field from the Traveler Info page to the top of this page and titled it “Short Description for Dept. Reporting” - it now defaults to TRV number and traveler’s last name - it is also editable

User required to “Choose Account Type” from a drop down list

• System will only list the Account Types that have reported expenses

• When an Account Type is selected, the value shown above will default into the “Enter an Amount” field and the GL Account will automatically populate in the chartstring below

• Both the amount and account can be edited

TRV number listed on page

Added help text for entire page

Upload and submit your receipts directly in the system

Added instructions for next steps

Added certification language just above the submit button, to highlight what the person submitting the expense report is responsible for and is certifying
Changes to Approver page

**Old System**

**Approver Queue (old)**

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Payee Name</th>
<th>Preferred Approver</th>
<th>Amount Billed</th>
<th>Special Circumstances</th>
<th>Advances</th>
<th>Deny</th>
<th>Authorize</th>
<th>View/Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRV00433216</td>
<td>Constable, Maria</td>
<td></td>
<td>$698.00</td>
<td>No</td>
<td>0</td>
<td>Deny</td>
<td></td>
<td></td>
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<tr>
<td>TRV00433215</td>
<td>Aziz, Javed</td>
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<td>$1,615.17</td>
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<td>0</td>
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<td></td>
<td></td>
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<tr>
<td>TRV00433207</td>
<td>Hein, Kerrie L</td>
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<td>$241.52</td>
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<td></td>
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<tr>
<td>TRV00433150</td>
<td>Chen, Alexander</td>
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<td>$65.70</td>
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<tr>
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<tr>
<td>TRV00433146</td>
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<tr>
<td>TRV00433147</td>
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<tr>
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<tr>
<td>TRV00433123</td>
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<td>$1,100.75</td>
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</tr>
</tbody>
</table>

Previously, it was possible to select one or more reports and click the “authorize” link at the header of that column to approve.

**Updated System**

**Approver Queue (new)**

Now, Approver must click on the report ID in the queue, which will take Approver to the Tracking Report Page for a summary of the expense activity, opportunity to enter comments, and electronic approval.

**Added search values and the headers of the columns will allow you to sort by those fields**
Changes to Approver page

New Tracking Report Page

There is an approve button at the bottom of the page.

Support

Contact the T&E Team at travel@berkeley.edu with questions.