Financial Management Office

eTravel Compliance Enhancements

March 21, 2018
Internal Audit Observations

• 8 of 12 travel requests for non-advance travel did not include all necessary approvals in eTravel prior to travel departure date.

• Instances of noncompliance with respect to travelers receiving additional advances when deemed not eligible.

• Significant late repayments from excess travel advances.
AP 8.851

• Change Section III, E to:
  • All travel must be approved in writing. Any travel expense that is not approved in advance is at the risk of the traveler and may become the traveler’s personal expense. Individual departments are allowed to use their discretion in the establishment of internal control requirements.
Travel Completion

- Modification to enforce the 21 day completion deadline.
- Travel completion must be submitted 21 calendar days from the travelers’ return date. (ie, document status must be “Routing for approval”)

Travel Completion must be submitted **21 calendar days** from travelers return date
Travel Completion

- If the traveler wants to create a new travel request but has an outstanding travel completion that is more than 21 calendar days past the return date, an error message will appear.
Travel Advance

• Modification to enforce the eligibility of travel advances.

• If a traveler requests a new travel advance but has an outstanding travel advance that is more than 30 calendar days past the return date, an error message will appear.

<table>
<thead>
<tr>
<th>PAYMENT &amp; FUNDING INFO</th>
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<tbody>
<tr>
<td>Business Office: 00038 - GROUP 39</td>
</tr>
<tr>
<td>Process Travel Via: UH Debursing Office</td>
</tr>
<tr>
<td>No. of Account Codes: ONE Account Code</td>
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<td>Accounting Method: By Percentage</td>
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<tr>
<td>Claim Travel Advance: Yes</td>
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*This traveler cannot take another advance. See the delinquent traveler report for a listing of outstanding travel advances.*

*Advances for Same Day and Intra-State trips less than 4 days are typically not allowed.*
Travel Advance

• Travelers will advances that are not in “FINAL” status within 30 days of their return date will not be able to request another advance.

• Traveler will still be able to create new travel requests.

Travel Completion must be in FINAL status 30 calendar days from travelers return date.
Advance Deposit Field

• An Advance Deposits field has been added for the eDoc number associated with repayment of the advance.
• If traveler’s advance exceeds their reimbursable expenses, the advance deposit field is required.
Thank You!