

Session 12 - Finance: Travel Expense Management

Date: Thursday, April 14, 2022

Time: 1:15pm – 2:15pm

Anthology

Evaluator's Name: _____

	Functionality	Comments
1.	Demonstrate the ability – to submit and route a travel request for approval, even if there is no cost. Upon approval, include notification to requestor “ok to book travel.”	
2.	Demonstrate the ability to encumber travel funds estimated on travel request, including from multiple budget codes.	
3.	Demonstrate the ability to generate travel advances and pre-payments to multiple vendors.	
9.	Demonstrate ability to enter Group Travel for multiple employees.	
12.	Demonstrate the ability to track a daily meal allowance rather than actual meal expenses.	
6.	Demonstrate the ability to scan/photograph receipts and attach to expense report.	
11.	Demonstrate workflow approval ability for travel claims where scanned receipts are visible.	
5.	Upon return from travel, demonstrate the completion of an online expense report (based on the initial travel request)- include differentiating between Cal-card transactions and employee-paid expenses..	
4.	Demonstrate the ability for a “proxy” to complete any of the above tasks – e.g., administrative assistant.	
8.	Demonstrate the ability to reimburse employee for travel costs.	
10	Demonstrate the search capabilities for travel by traveler, vendor, conference, etc.	
7	Demonstrate the ability to automatically e-mail reminder to traveler who has not submitted travel claim within specified number of days of return, with additional reminders if needed.	

Evaluation URL:

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Evaluation Form
Perceived Strengths of Vendor Solution:
Perceived Weaknesses of Vendor Solution:
Additional Comments:
Acceptability of Vendor Solution: <input type="checkbox"/> Yes <input type="checkbox"/> No

Evaluation URL: