

Session 12 - Finance: Travel Expense Management

Date: Thursday, March 31, 2022

Time: 1:15pm - 2:15pm

Ellucian

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. | |
| 4. | Demonstrate the ability for a "proxy" to complete any of the above tasks - e.g., administrative assistant. | |
| 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.. | |
| 6. | Demonstrate the ability to scan/photograph receipts and attach to expense report. | |
| 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. | |
| 8. | Demonstrate the ability to reimburse employee for travel costs. | |
| 9. | Demonstrate ability to enter Group Travel for multiple employees. | |
| 10. | Demonstrate the search capabilities for travel by traveler, vendor, conference, etc. | |
| 11. | Demonstrate workflow approval ability for travel claims where scanned receipts are visible. | |
| 12. | Demonstrate the ability to track a daily meal allowance rather than actual meal expenses. | |

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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: