TeamWorks: Travel and Expense System

With Concur Technologies

What's New in TeamWorks Travel & Expense 2013

Contents

What's New in TTE – July 2013

Section 1: Overview

The following features are available on the TTE system now:

- Travel Policy changes effective 7/1/13
    - Concur updated for new Statewide Travel Policy including new Per Diem rate changes that affect Travel Allowance Entry
- Reason Codes on Reports Returned to Employees
- Move an Expense From One Unsubmited Expense Report to Another
- Email the approver when approval step expires
- Close/Inactivate a Request
- TTE Supported Configurations

Section 2: Expense: Travel Allowance Entry Changes

The Statewide Travel Policy effective 7/1/13 necessitated changes in the way Travel Allowances (Meals Per Diem) are entered in the TTE System.

Effective with Per Diem eligible from 7/1/13 forward Single Day Per Diem – No Overnight Stay will be available at 100% of the eligible rate.

The Multiple Day Per Diem still has an eligibility of 75% on the first and last days. Additionally, for location outside of Georgia there is no longer a $5 inclusion for incidental expenses.

Rates for all locations are included in the rate tables. You can no longer have Single Day Per Diem and Multiple Day Per Diem on the same Expense Report. Additionally requests for Prior Year Per Diem (In State – Prior to 7/1/13 and GSA Out of State-Prior to 7/1/13) cannot be included on the same Expense Report.

You choose the coding for an Expense Report when you select the Trip Type in the Expense Report Header. Whether you select Single or Multiple Days Per Diem determines whether the meals are subject to the 75% limitation on the first and last day or not. The actual Per Diem is determined by the actual locations you enter.

Section 3: Expense: Reason Codes on Reports Returned to Employees

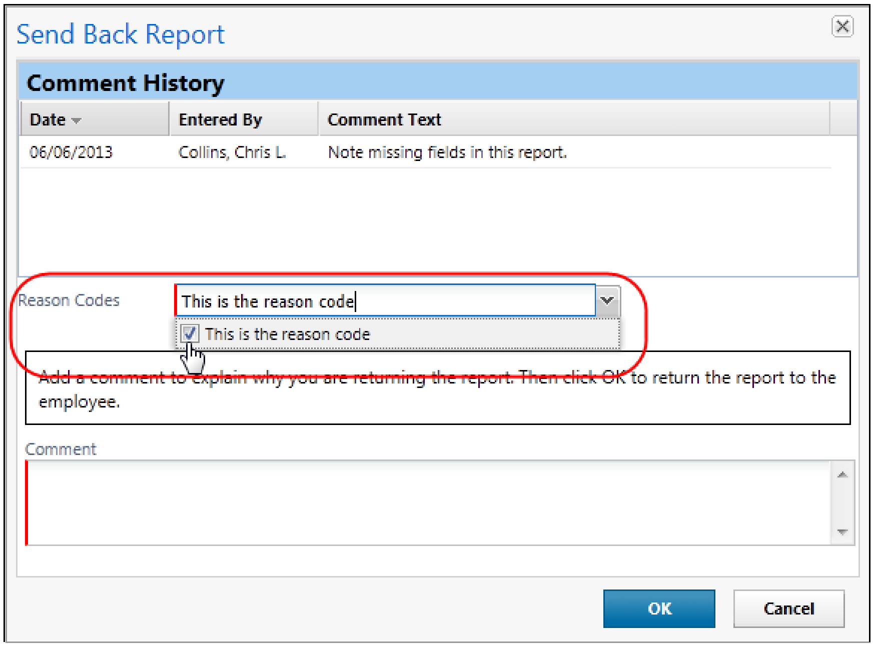
Whenever the Back Office Processor (not the Approver) returns a report to the report owner they can now select from a list of reason codes that explain why the report is being returned. When doing this the Back Office Processor may select one or more reasons for the return.

> ***Business Purpose***
>
> *This enhancement adds tracking of why a report is being returned to the owner for reporting purposes.*

This information then provides the agency with structured tracking of the reasons that reports are sent back, so that statistical analysis can point out areas for additional employee training or re-examination of the business policy rules.

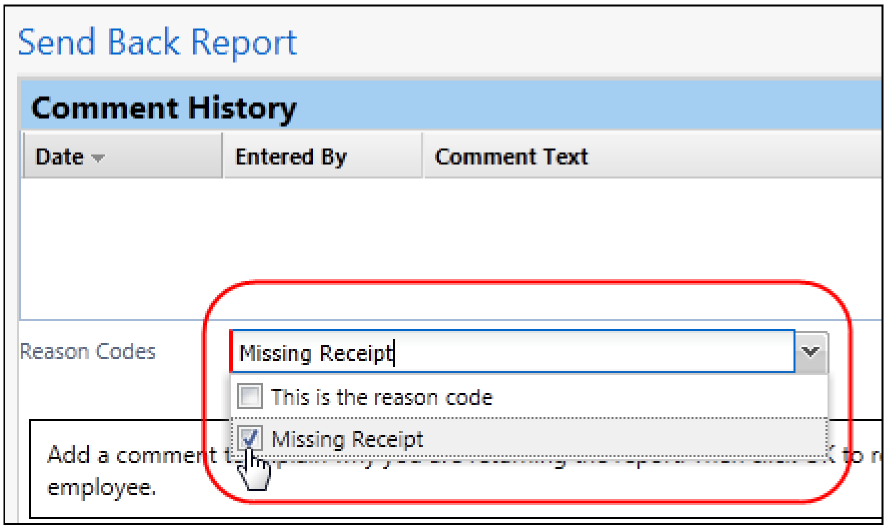
How It Works

Once the Administrator creates the codes in the system, they are then made available to the Back Office Processor when they send the report back to the report owner. Selecting a Reason Code is mandatory when a report is returned by the Back Office Processor. In the figure below, a sample reason code is shown in the **Send Back Report** dialog box – you may add as many codes are you need at your agency.



What the Processor Sees

When the processor clicks **Send Back to Employee**, the **Send Back Report** dialog box appears, with all selections created by the administrator listed for the processor to choose from. The processor selects the correct code or codes, and then clicks **OK** to return the report to its original owner. When this field is displayed, the processor must make at least one selection from the list of available choices.



The descriptive code name is used for selection and retained by the system in the audit trail.

Section 4: Expense: Move an Expense from One Unsubmited Expense Report to Another

Overview

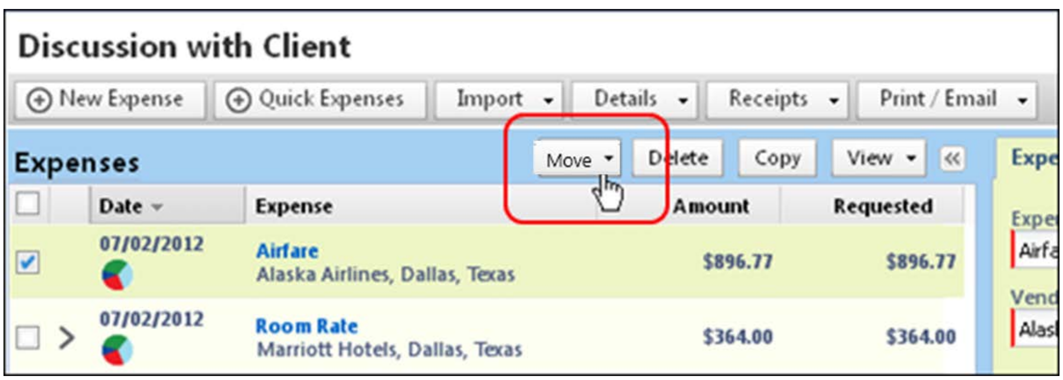
A user can now move an expense from one expense report to another expense report. This removes the expense, and all child entries (such as itimezations in Hotel Entries), from one report and adds it in its entirety to its new report.

> ***Business Purpose***
>
> *This enhancement saves time by allowing quick correction for expenses tied to the wrong expense report.*

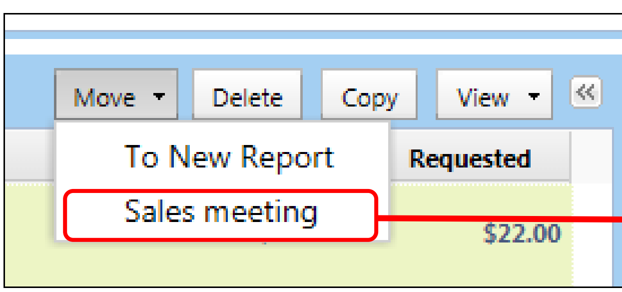
This feature is useful whenever an expense is added to a report in error and then must be moved to the correct report.

How It Works

When the user decides to move an expense entry, they first select it, then click the new **Move** button:



This displays a list of options where the user can select to move the expense to a new report or an existing report from a list of unsubmitted reports as shown in the figure below:



> This represents an existing Expense Report

Once the the user clicks on their choice the transfer begins. A confirmation message appears confirming the move.

Restrictions

Note that this feature is available only for unsubmitted reports. It is not available for Statement reports, where the expenses for the entire statement period are on a single report.

- If the selected report is under a different policy
  - Fields not present on the new form are cleared
  - Fields on the new form but not the old will be populated using any copy down or default values applicable to the new form
  - Missing required fields will be marked as such
  - If the new policy has a different allocation form, an exception is created on the expense alerting the user to the need to review and adjust allocations
  - If the new policy has restricted attendees on the expense type and some attendees use that attendee type, the un-allowed attendees are deleted and an exception is created explaining that to the user
  - If the new policy does not allow the expense type, an exception is created that will alert the user to change the expense type
- If the expense is linked to a Request and the new report is not linked to the same request, the link within the expense is removed
- Also note that, while child entries are moved with the parent expense, no individual child entry can be moved independently to a different report.

Section 5: Request: Email the Approver When Approval Step Expires

Overview

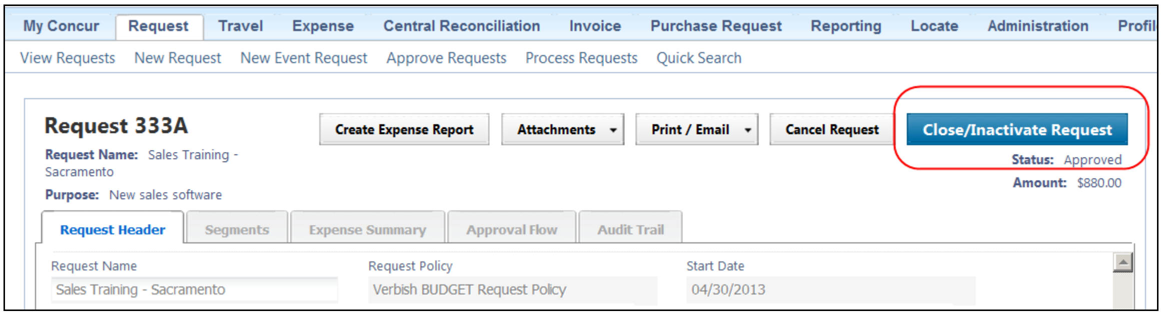
Request can now send an email notification to the approver when the approver's workflow step expires.

Section 6: Request: Close / Inactivate Request

Overview

The **Close / Inactivate Request** button appears on the Request itself and on the request list in the Request tab. Selecting this button actually removes the request from the user's list of active requests so the request can longer be assigned to an expense report and it reduces the balance of the request to zero.

In an effort to clarify the use of the button, it has been renamed **Close / Inactivate Request**.



Section 7: TTE System Supported Configurations

The following configurations are either supported or no longer supported with this service release.

Support for Firefox v. 19.0

Support for Firefox version 19.0 under both the Mac OS X and Microsoft Windows operating systems is certified for this release.

Support for Google Chrome v. 25.0

Support for Google Chrome version 25.0 under both the Mac OS X and Microsoft Windows operating systems is certified for this release.

Support for Safari 6.0 with Mac OS X 10.8

Support for Safari 6.0 under Mac OS X 10.8 is certified for this release

Upcoming Certifications

Support for Internet Explorer v. 10.0 and Windows 8

Support for Internet Explorer 10.0 under Microsoft Windows version 8.0 will be included in an upcoming release.

Support for Firefox v. 20.0

Support for Firefox versions 20.0 under both the Mac OS X and Microsoft Windows operating systems will be included in an upcoming release.

Support for Google Chrome v. 26.0

Support for Google Chrome version 26.0 under both the Mac OS X and Microsoft Windows operating systems will be included in an upcoming release.