

Expense Management

PERSONA DESCRIPTION



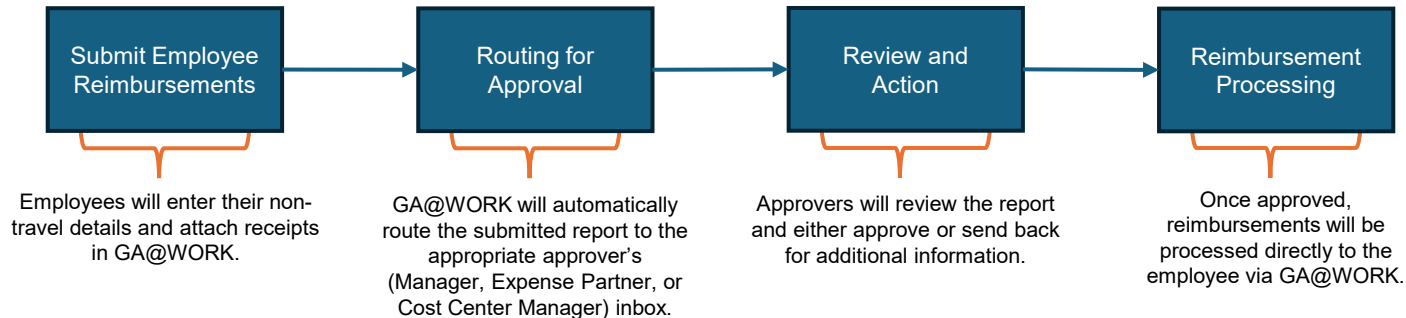
- The change impacts described here are most applicable to Employees, Approvers, Managers, Expense Managers, Budget Managers, Expense Partners, Cost Center Managers, Expense Data Entry Specialists, Grant/Project/Worktag reviewers.
- This information is not exhaustive, and users are reminded to complete applicable training and review Job Aids.

KEY CHANGES

- Employee reimbursements will be processed directly through each employee's record in GA@WORK, rather than setting up employees as vendors.
- Employees can self-manage their payment elections for expenses, similar to payroll, within GA@WORK to allow for direct deposit or check reimbursement.
- All non-travel expense reports and any associated receipts will be submitted digitally through GA@WORK, replacing manual or paper-based reimbursement methods.
- Approvers — including Managers, Grant/Project/Worktag Reviewers, Budget Managers, and Expense Managers — will receive notifications in their GA@WORK inbox for any expenses awaiting their approval. There will not be escalation or reminder notifications if items are left unaddressed, so approvers will need to regularly check their GA@WORK inbox.

SAMPLE WORKFLOW

- This is a basic overview of an Expense Management workflow in GA@WORK.
- Work with your agency and in GA@WORK for any specifics.



REIMBURSEMENTS

Travel and trip-related reimbursements will continue to be done in Concur; non-travel reimbursements will be managed within GA@WORK.

SPEND AUTHORIZATIONS

Spend authorizations in GA@WORK will be used for pre-travel requests to ensure the appropriate policy and budget approvals take place prior to travel.

What are benefits of Expense Management in GA@WORK?

- Streamlined digital submission of expense reports
- Faster processing times and reduced manual paperwork
- Increased visibility for employees and approvers into reimbursement status
- Centralized location for all non-travel expense activities
- Complete functions using the mobile GA@WORK functionality

What could be challenges to adopt Expense Management in GA@WORK?

- Employees will need to learn and adapt to a new system while continuing to use Concur for travel-related expenses.
- Approvers must regularly monitor their GA@WORK inbox, as there will not be escalation or reminder notifications.
- There will be an adjustment period as employees and approvers become familiar with the new workflow.

What is not changing?

- Employees will continue to make travel reservations using Concur.
- Employees will continue to submit travel related expenses through Concur.