Expense Requests

Stanford’s system for Expense Reports, Reimbursements, and Non-PO Payments
Expense Requests:
What we want you to know

- Why the change?
- What’s changing?
- When is it happening?
- How will we support you?

Plus...

Coming soon: Stanford Travel Program
Why the change?

**Business Need**
- Payment methods are better aligned with business needs

**Record**
- Elimination of Travel Card Transaction validation step
- Streamlined transaction entry
- Ability to upload backup documentation
- Improved system performance

**Approve**
- Improved transaction controls, e.g., assurance of correct expenditure type
- Improved visibility into workflow status
- Single page summary for easy review

**Pay**
- Secure payment enablement data
- Faster payment processing
- Line-level payment approval – no holds on entire transactions

**Report**
- Robust OBI solution for business intelligence
- New feature ties transactions to common “Event”
What?
More than a replacement for iOU

Expense Requests system:
• Expense Reports / Reimbursements
• Travel Card Expenses
• Advance Requests
• Non-PO Payment Requests
• Petty Cash Replenishment Requests

Supplier Query & Request system:
• Replacing current Supplier Query
• Integrated with Expense Requests and iProcurement

Supplier / Payee Request Portal
• Secure portal for supplier / payee entry of private payment information

Impacting up to 3,500 campus clients to varying degrees

Expense Requests Reporting:
• Integrated reporting for all Expense Request transactions
• Interactive predefined reports
• Ad hoc analysis for experienced financial analysts
Non-PO Payments replace iOU Other Checks

For certain types of expenses that do not require a formal purchase order:

- Conference Registrations
- Dues and Subscriptions
- Employee Training
- Fees & Services
- Food & Catering
- House Dues
- Honoraria
- Human Subjects
- Postage
- Prizes and Awards
- Refunds
- Relocation
- Royalties
- Special Request
- Transportation
Supplier / Payee management improvements

New Supplier Inquiry & Request Tool
- Robust search and display capabilities
- Status notifications and workflow visibility
- Supports iProcurement and Expense Requests

New Secure Payment Data Portal
- Secure submittal of restricted data direct from supplier / payee
- Streamlined process for payment data collection
- Faster supplier / payee setup, and ultimately payment
Supplier / Payee Data Process flow

1. **Requestor**
   - Requests new supplier / payee through Supplier Query Tool

2. **Supplier/Payee**
   - Receives email with link to portal
   - Verifies name, address, contact info
   - Enters tax and residency info
   - Enters banking info
   - Uploads documents as instructed

3. **Supplier Enablement Group**
   - Sets up new supplier / payee in database

4. **Requestor**
   - Receives notice when supplier /payee setup is complete
Expense Request Transaction Reporting

- Evolve Financial Reporting (EFR) utilizing Oracle Business Intelligence (OBI):
  - Multi-year, multi-phase project

<table>
<thead>
<tr>
<th>Payroll and Labor Management Reporting</th>
<th>Integrated Payment and Expenditure Reporting</th>
<th>Revenue and Fund Management Reporting</th>
<th>Budget Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
<td>Expense Request Reporting</td>
<td>Procure-to-Pay Detail Reporting</td>
<td></td>
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<tr>
<td></td>
<td>Feb. 2015</td>
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</tr>
</tbody>
</table>

- First step of Phase 2: **Expense Requests Transaction Detail Reporting**
  - One dashboard for all Expense Requests transactions
  - Includes historical iOU transaction details
  - Drill functionality offers increased capabilities for more efficient analysis

- Implementation: Simultaneous with Expense Requests System
Relationship to ReportMart3 Reports

- New OBI Expense Requests reports will replace the following RM3 reports:
  - FIN_IOU_265_Reimbursement_Trans
  - FIN_IOU_266_Other_Check_Trans
  - FIN_IOU_267_Other_Check_MP_Trans
  - FIN_IOU_268_Petty_Cash_Replenish
  - FIN_IOU_269_Advance_Transaction
  - FIN_TCARD_301_Transaction_Report

- These RM3 reports will be available with historical iOU data for several months following the Expense Requests rollout
- New OBI reports will include both historical iOU data AND Expense Requests data
- Consolidated Expenditure Statements (e.g., 279, 149) will include Expense Requests data, but will transition to OBI in a later phase
Expense Requests Simplifies Policy Application

- Meal and lodging per diem rates auto calculated and populated
  - automated deduction for meals included in registration fees and hotel charges
  - first and last day meals auto-calculated at 75% of rate for arrival city and departure city (not Palo Alto)
  - no look-up or manual calculation required

- Alcohol, tax and tip allocation
  - cost of alcohol and all taxes and tips charged to non-sponsored PTA and unallowable expenditure type
  - no calculating percentages
When & How: Timeline and Campus Involvement

Validate Requirements
~ 40 focus group participants

Test the System
~ 70 campus participants representing all business units

Release Pilot
• Business Affairs
• Human Resources
• Athletics

Campus Go Live
Feb 9, 2015
(iOU retires)
How will we support you?

Communications
- Email campaigns
- Fingate news
- Campus presentations

Training:
- Modularized for targeted roles and responsibilities

Just-in-Time Support:
- In-system instructions and demos
- Complete “How-To’s on fingate
- 24/7 access to online training
- Live Financial Support Center help
- Open labs

Targeted Outreach
- Topic based workshops
- Budget Unit sessions

Proficiency
Communications: Current News on Fingate
<table>
<thead>
<tr>
<th>Course</th>
<th>Expense Requests Originators</th>
<th>Expense Requests Originators Assigned to TCard</th>
<th>TCard Holders</th>
<th>Petty Cash Custodians</th>
<th>iPO Originators</th>
<th>Approvers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Expense Requests (1 hr)</td>
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<tr>
<td>Traveling for Stanford (30 min)</td>
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<tr>
<td>Expense Reports w/Travel Card Charges (40 min)</td>
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<tr>
<td>Requesting/Clearing Advances (30 min)</td>
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<td>Non-PO Payment Requests (45 min)</td>
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<td>Paying Human Subjects (15 min)</td>
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<td>Petty Cash Administration (30 min)</td>
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<tr>
<td>Payee/Supplier Setup (20 min)</td>
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<tr>
<td>Approving Financial Transactions (30 min)</td>
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</table>
Just-in-Time Learning
Help for Expense Requests system users

**Create Event**

* Event Name: [Input Field]
Create New Event

**Event Lines**

<table>
<thead>
<tr>
<th>Country of Activity</th>
<th>Activity Type</th>
<th>Activity Start Date</th>
<th>Activity End Date</th>
<th>Faculty</th>
<th>Employee</th>
<th>Number of Graduate Student</th>
<th>Number of Undergrad Student</th>
<th>Other</th>
<th>Delete</th>
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<tbody>
<tr>
<td>No search conducted.</td>
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</table>

**Add Event Lines**

- **TIP**: Enter the country of activity, activity type, activity start and end dates and number of people traveling in the appropriate category above.

**Beneficiary Information**

**Add**

<table>
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<tr>
<th>Select Type</th>
<th>Beneficiary Name</th>
<th>Non-Resident</th>
<th>Alien Amount</th>
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<tr>
<td></td>
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<td></td>
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<tr>
<td>No results found.</td>
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<td></td>
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</tbody>
</table>

**Onscreen Tips**

- **TIP**: Enter student beneficiary as "Employee".
Just-in-Time Learning
Help for Expense Requests system users

How To...

Step-by-Step Instructions: (Expand All | Collapse All)

Expense Requests Basics
- Determine Transaction Type for New Transaction
  - Use Expense Requests Home
  - Set Preferences

Workflow
- Use Workflow Notifications
- Use Vacation Rules (Redirect or auto-respond to Notifications)
- Manage Access to Your Worklist by Others (Specify user that can view and act upon your notifications)
- Handle Rejected / Returned Transaction

Expense Report
- Create New Expense Report for an SU Payee (Faculty, Staff, or Student)
- Create New Expense Report for Non-SU Payee (Visitor Reimbursement)

Advance
- Use Advance Categories
- Create New Advance Request
- Clear an Advance
- Return Unused Advance Funds

Non-PO Payment
- Use Non-PO Payment Categories
- Determine if Non-PO Payment is for a Foreign Expense
- Create New Non-PO Payment Request - Single Payee

And more . . .
Just-in-Time Learning
Help for Expense Requests system users

Expense Requests
* Indicates required field

Category: Expenses (Domestic US)
Guidelines for Use of Expense Report Categories

Payee

Rush Processing: No
Note that a fee will be charged for Rush Processing

Payment Method

Business Purpose: This is my default Business Purpose set up in Preferences

Guidelines for writing a clear business purpose

Event Name

Create New Event

Student Reimbursement Instructions
Summary

- Business Need: Aligned with payment method
- Record: Streamlined entry, added functionality
- Approve: Easier, more accurate
- Pay: Faster, more secure
- Report: More robust, new functionality
Stanford Travel Program

Stanford Travel
Your Travel Ally

A new travel program for campus, designed to enhance user experience, encourage compliance and save $$

Easy to use
Book

Pay

With you all the way!
Travel

Record

Expense Requests

Orbitz for Business

SOS
Stanford Travel – Enhance User Experience

Always speak to an agent 24/7 around the world.

Proprietary agent desktop; with Call recording and monitoring

Specialized International Agents; including International Rate Desk

Executive Desk Services

Designated agents trained specifically to assist Stanford travelers
Example: Fly America Act Configuration
Stanford Travel—Saving $$

Stanford Discounted Rates

Stanford University Preferred Hotel

Crowne Plaza PALO ALTO

4290 El Camino Real, Palo Alto, CA 94306
2.2 Miles Southeast of center of Palo Alto

Description

Stanford University Negotiated Corporate Rate
Stanford University standard king, junior and recently renovated in 2011. Complimentary wireless and
Cancel policy

Stanford University Preferred Hotel

W Boston

100 Stuart Street, Boston, MA 02116
0.1 Miles Southeast of Boston

Description

Business Advantage
24 beds wonderful non-smoking room w/ signature
Cancer Policy
Stanford Travel Program

Stanford Travel
Your Travel Ally

A new travel program for campus, designed to enhance user experience, encourage compliance and save $$

Easy to use
Pay
With you all the way!
Book
Travel
Record

Stay tuned....
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