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?
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’s changing?
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

Expense Requests Reporting in OBI:
- Integrated reporting for all Expense Request transactions
- Interactive predefined reports
- Ad hoc analysis for experienced financial analysts

All functions performed in iOU...

plus new tools for requesting suppliers and collecting data required for payment

and more robust reporting platform.
Simplified Policy Application

- Meal and lodging per diem rates automatically 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
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 set-up 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
When: Expense Requests Development and Launch Timeline

Validate Requirements
~ 40 focus group participants

Test the System
~ 70 campus participants representing all business units

Release Pilot
• Business Affairs
• HR
• Athletics

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

Communications

- Email campaigns
- Fingate News Page
- Campus presentations

Training:

- New eLearning
- Online and modularized

Just-in-Time Support:

- In system instructions/field help and links to demos
- Policy & process instructions on fingate
- Ability to revisit training
- Trained FSC Specialists
- Open labs
- Transaction-specific feedback from T&R

Targeted Outreach

- Topic based workshops

Proficiency