TRAVEL & EXPENSE PROJECT

Benefits

Screenshots

Timeline

A partnership between Procurement and Supplier Diversity Services and the Office of Organizational Excellence
TRAVEL AND EXPENSE BENEFITS
BENEFITS AT-A-GLANCE

- Process simplification through automation
- Mobile booking and expense solutions
- Flexible payment options
- Increased Export Controls compliance
- Enhanced Duty of Care capabilities (safety)
- Better pricing through negotiated contracts
POLICY SIMPLIFICATION RECOMMENDATIONS

5 Policies Reviewed
- Travel
- Social Event Meals
- Business Meals
- Payment Vouchers
- Self Approvers

32 Components Streamlined
- Eliminate overly burdensome requirements
- Align state and local fund regulations
- Simplify approvals

1 Policy
- separate travel
- business meals
- social meals
SERVICES

Service Options
- Full Service with Travel Agency
- Self Service - traveler
- Self Service - assistant

Traveler Profile

Book a Trip

Improved Analytics
- Safety
- Spend
Visibility into travel spend
Visibility into travel disruptions
Identify and communicate with specific travelers in any given location according to pre-defined travel warning criteria.
Traveler Profile

- Specify emergency contacts, travel assistants
- Add multiple forms of payment
- Indicate frequent flyer programs, air travel, hotel, and car rental preferences, accessibility preferences
- Add passport and visa information, no need to key for every trip
Air Travel

- Flight options arranged in easy to use grid
- Guest booking option
- Sort by various criteria – price, flight time, departure time, arrival time, etc.
- Similar to Expedia, Travelocity, Kayak
- Information is real time
Hotel

- Per diems are shown on hotel selector tool
- Local hotel contracts are shown as preferred for Charlottesville
- Guest booking option
- Similar to Expedia, Travelocity, Kayak
Pilot and Next Steps

TIMELINE
PILOT AND NEXT STEPS

Pilot Status

- July 1 - August 31
- 6 areas: Schools: Engineering, McIntire, Medicine, Advancement, Athletics, Procurement Services
- 50 travelers, approx. $50k in travel expenditures
- Ongoing feedback from participants inform improvements

Broader Implementation - recommendation

- Soft launch of travel system Sept 1 through Spring 2016
- Fully integrated travel-expense solution targeted for Spring 2016