

OVERVIEW OF EXPENSE MANAGEMENT SYSTEM

The new Expense Management System takes the paper-intensive process of expense reimbursement and Travel & Expenditure Card reconciliation online, using Chrome River. The system automates the expense management process to reduce errors and effort, and makes the reimbursement process faster.

WHY ARE WE DOING THIS?

- Reimbursement timelines are unclear because the approval process is done via paper moving from desk to desk within the approval chain.
- The current process relies on human judgement for allowable expenses and errors in documentation and justification can proceed through the approval process only to be caught at a high level, resulting in wasted time and frustration.
- Multiple paper files and receipts accompany expenses and card charges.
- The paper-based system requires expense owners to physically return documentation to their office or delegate's office before the expense process begins.

WHAT WILL BE DIFFERENT?

- The entire expense process is trackable. Users can see where any report is within the approval process; users and approvers receive email notification when action is required.
- Errors are reduced by the system's uniform enforcement of UVA policy as the expense report is entered, and requirement of proper justification before the report proceeds.
- The new system supports UVA's commitment to sustainability by reducing paper files.
- The system is online and accessible from any device.
- Receipts and other expense documentation can be uploaded immediately from wherever the expense is incurred.

TIMELINE

