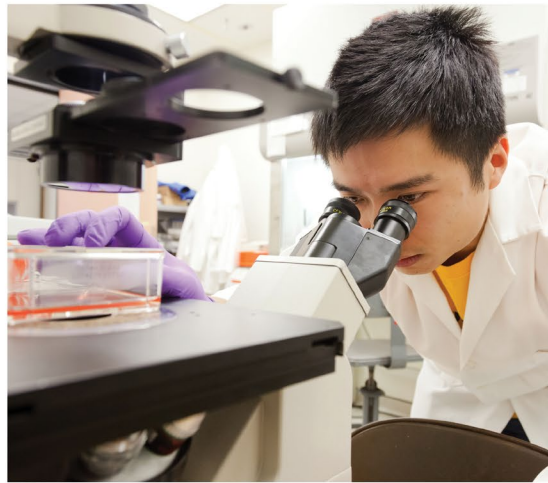




TRAVEL PROCESS

Start to Finish



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 & ENVIRONMENTAL SCIENCES

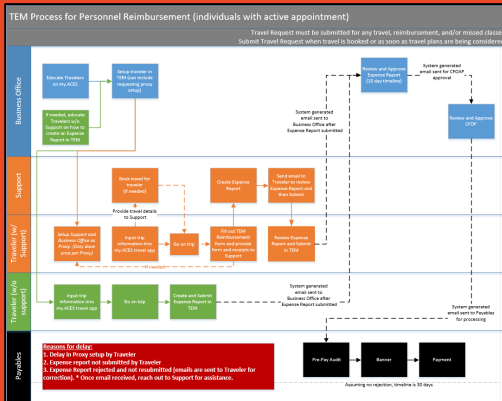


TRAVEL TIP:

Reimbursement process can take between 40-60 days after Expense Report is submitted by the Traveler.

Roles within the Travel process

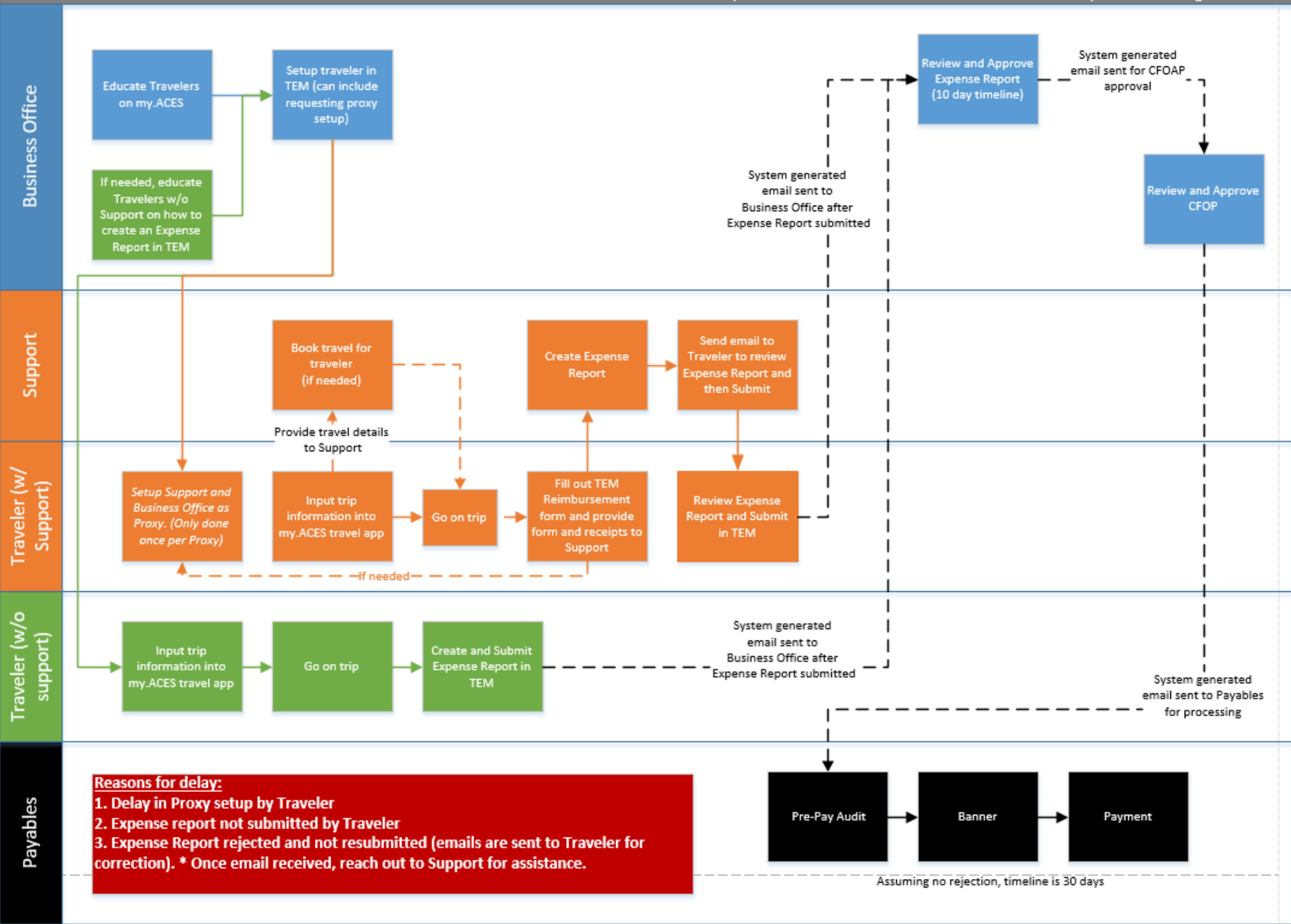
- Business Office (Jennie Black)
- Support (Linda Harvey)
- Traveler
- Payables



TEM Process for Personnel Reimbursement (individuals with active appointment)

Travel Request must be submitted for any travel, reimbursement, and/or missed classes
 Submit Travel Request when travel is booked or as soon as travel plans are being considered

Full Process





TRAVEL TIP:

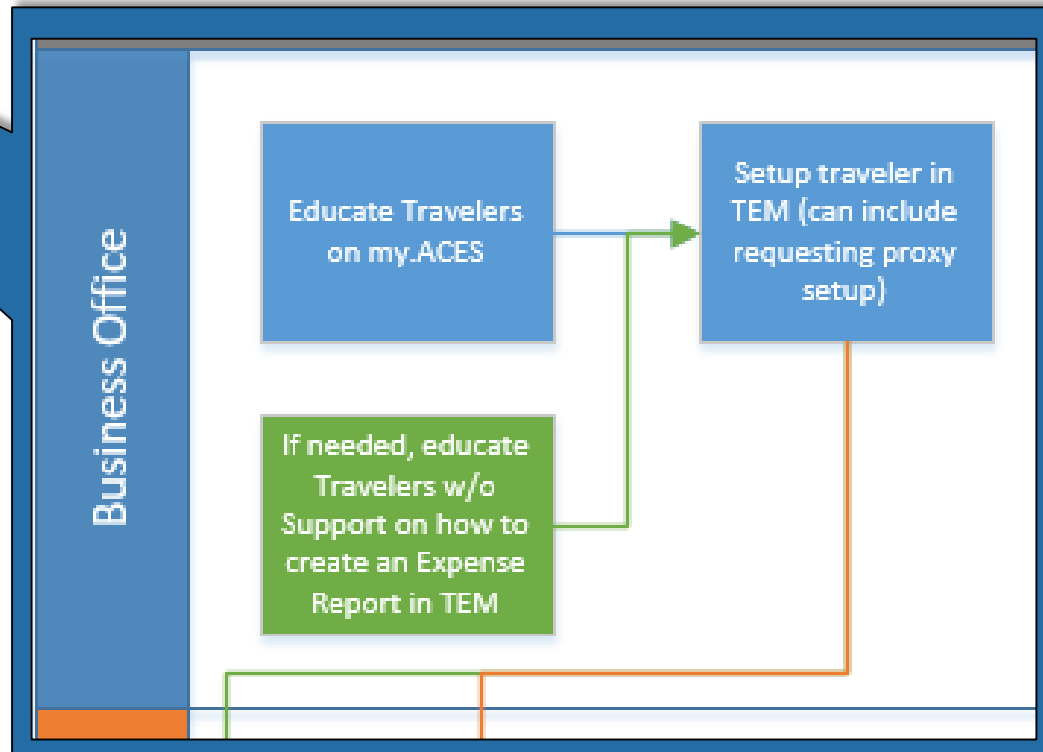
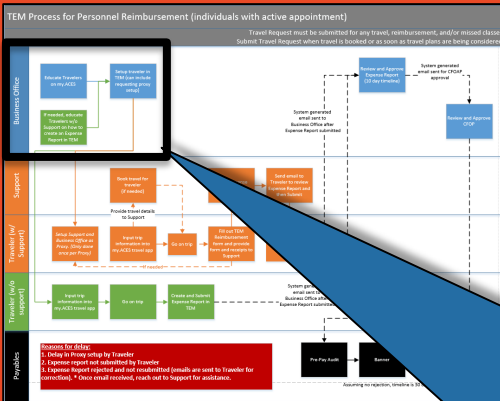
Visit:

<https://cropsciences.illinois.edu/department/business/travel/>

For helpful tips and required documents.

1. Business Office

- Educate on process
 - Provide materials during onboarding process for new faculty and graduate students.





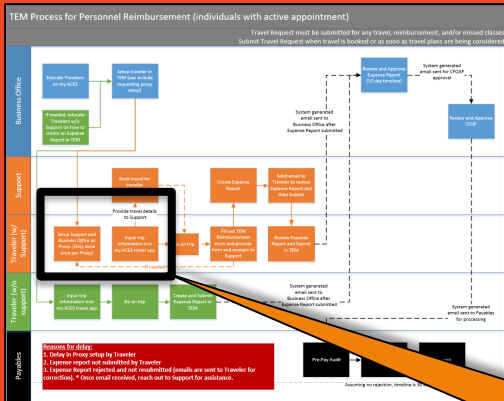
TRAVEL TIP:

Include detailed justification for the travel. (see insert below)

Also, limit abbreviations and acronyms.

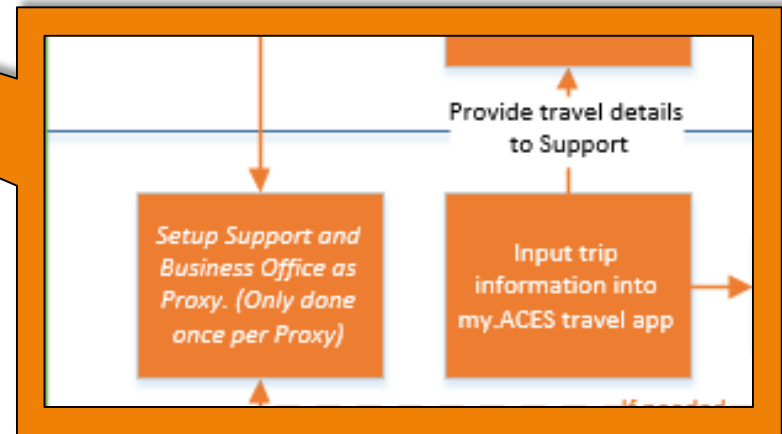
2. Traveler

- Setup Support (Linda Harvey and Jennie Black) as Proxy in TEM
- Input travel plans into my.ACES
- Communicate with Support to book travel, if needed



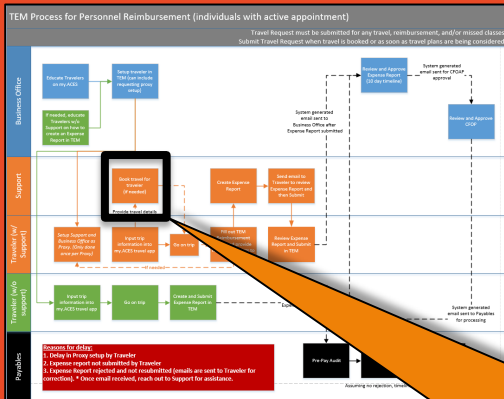
The business purpose should answer these questions:

Who	This is typically answered by the employee submitting the expense report. When an expense is incurred on behalf of someone else, (Arranged Travel), the name of the individual should be included in either the Business Purpose or notes section of the expense report.
What	This is usually answered by the expense type, so please ensure you are selecting the most appropriate expense type.
When	The transaction date will often identify the when. If not, you can include the date in either the Business Purpose or Department Reference field.
Where	The location of the expense is often identified in the location field. When this is not the case, if other support doesn't indicate location this can be included in the comment field.
Why	The "why" is the most important piece of information to support a business need. This describes why the system is paying for the expense so this should support the missions of the system.



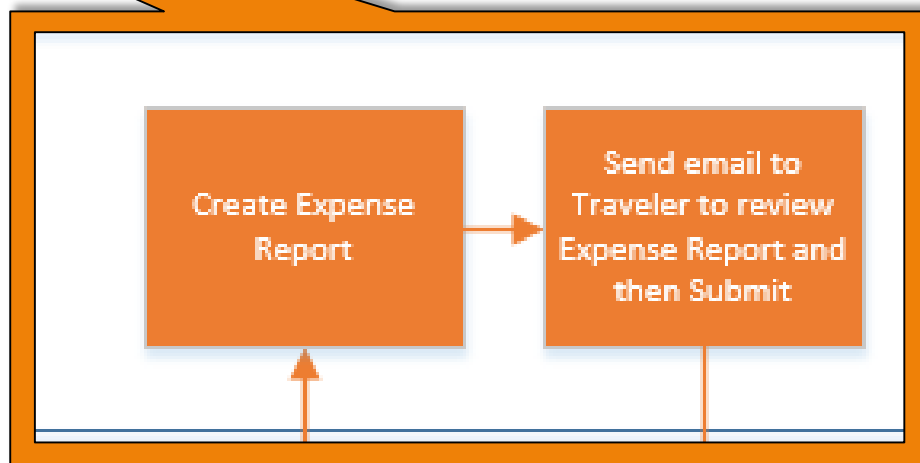
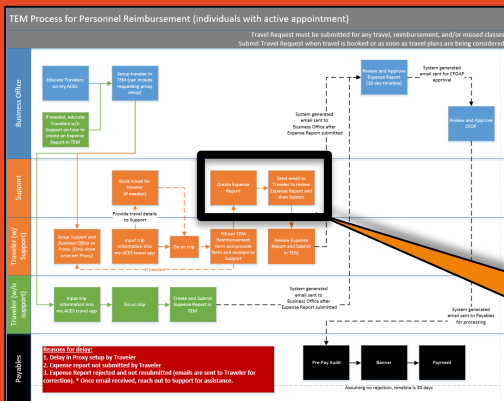
3. Support

- Work with Traveler and book travel, if needed



6. Support

- Create Expense Report
- Send email to Traveler for review and submission





TRAVEL TIP:

Look for this email Subject line:

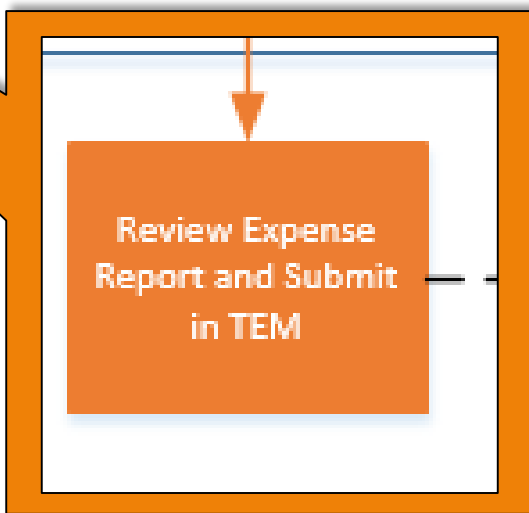
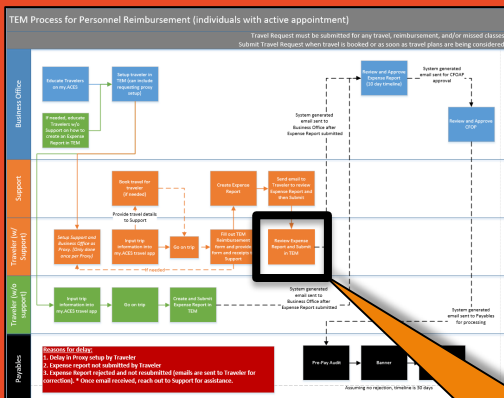
“TRAVEL/REIMBURSEMENT REQUEST”

Review and submission generates a system email to the Business Office for processing.

7. Traveler

- Review and Submit Expense Report
- Email will have the subject line: **“TRAVEL/REIMBURSEMENT REQUEST”**

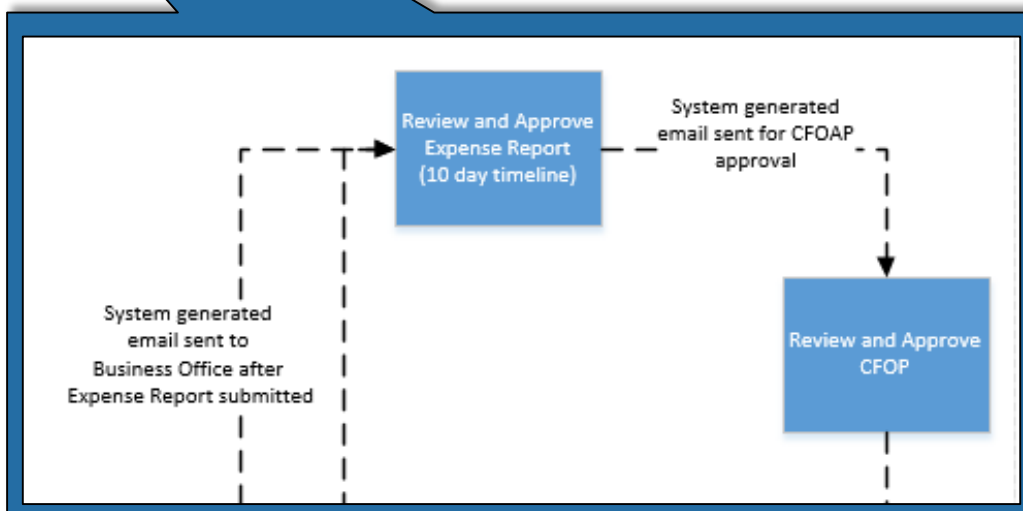
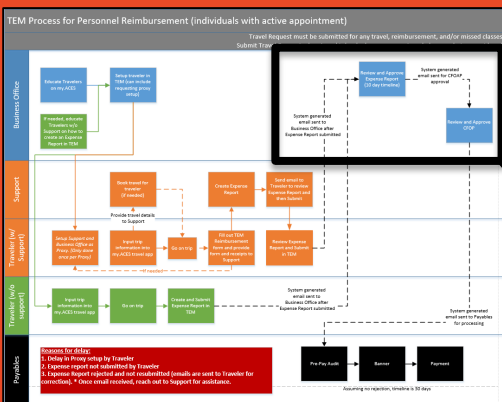
Note: Traveler submission is the only thing that notifies the Business Office that there is an Expense Report ready for review and processing.



8. Business Office

- Review and Approve Expense Report within 10 days of receipt
- There are two steps to review:
 - Review the justification, expenses, etc.
 - Review the CFOAP

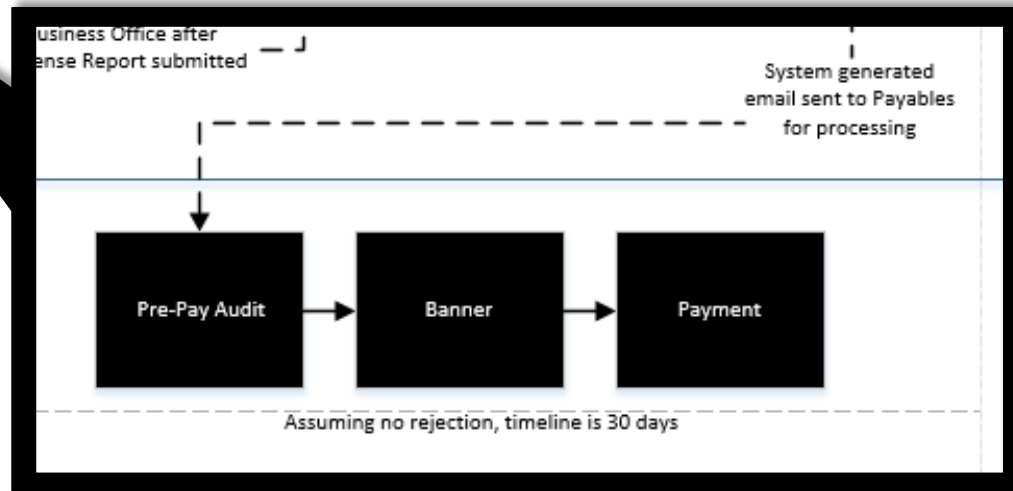
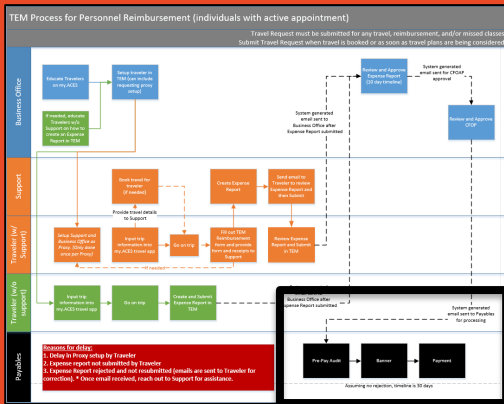
Note: The Business Office is moving to a Tuesday first review and Thursday second review in an effort to speed up reimbursements.



9. Payables

- Following approval by the Business Office a system generated email is sent to Payables who then conduct their review.

Note: Assuming no rejections, Payables has a minimum of 30 days for their role in the reimbursement process.



Rejections are sent from Payables to the Traveler. Email subject line is similar to:

“ER01944818 submitted by Jane Doe has been rejected.”

Reasons for Delay

- Delay in Proxy setup by Traveler
 - Directions:
<https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=94815>
- Delay in Expense Report submission by Traveler
 - Email will have Subject: **TRAVEL/REIMBURSEMENT REQUEST**
- Expense Report rejection
 - If you receive a rejection email, reach out to Support (Linda Harvey) for assistance
 - Email will have Subject: **ER01944818 submitted by Jane Doe has been rejected**

