Travel & Expense Initiative
FSUN Meeting
Huron Report

• Huron Consulting Group conducted an Administrative Services Benchmarking and Diagnostic Study in 2013.

• Four areas were reviewed:
  – Finance
  – Procurement
  – HR
  – IT
Travel Data

• Travel Spend
  – Air - $17,875,344
  – Lodging - $10,777,728
  – Meals - $4,684,900
  – Mileage - $3,011,957
  – Car - $531,242
  – Other - $25,185,964

• Total - $62,067,135

• Top 5 Spend – RRC
  – Athletics (UMTC)
    • $7,960,079
  – Medical School
    • $7,511,396
  – College of Science & Engineering
    • $7,496,652
  – Duluth Campus
    • $4,969,661
  – Carlson School of Management
    • $3,778,121
Current Process

Each step of the process acts independently of the others and does not assist in creating an expense report for the traveler.*

Employee Expense Worksheet (EEW) must be completed
- Excel document
- Per diem must be looked up and calculated manually
- EEW must be signed by employee and supervisor
- Information from EEW is entered into EFS
- Copy of receipts must be attached
- ER is approved in EFS

Original receipts must be kept and submitted with EEW

Optional – Decision is made by the College or Business Unit

Preferred
- U Wide Travel Agency
- U MN Delta.com site

Other Options
- Airline websites
- Other Travel Agencies
- Online Booking (Expedia, Kayak, etc.)
- Conference websites

PCard (Corporate Liability)
- Can be used for airfare, car rental and conference registration only
- * Only payment method that populates an Expense Report

Travel Card (Personal Liability)
- Can be used for all travel related expenses
- Cardholder must seek out of pocket reimbursement and pay balance in full each month

Out of Pocket
- Most common method
Integrated Solution

- Data from several sources can be fed directly to an Expense Report
  - Contracted Travel Agency
  - Corporate Travel Card
  - Ability to upload receipts
  - Mobile Technology
Cost Savings/Benefits

- Approximately $4M of Delta spend is not going through designated agencies or UMN Delta.com site
  - Potential savings: $120,000
- Transform current travel card into a corporate liability card (approximately $31M)
  - Expand ownership to anyone that travels
  - Potential rebate up to 2% of spending on new card depending on adoption
Cost Savings/Benefits

• Potential Process Improvements
  – Most documentation will auto-populate the expense report
  – Per diems and out of pocket can be added
  – Receipts will be attached electronically
  – Capture all approvals electronically
  – Use of mobile technology
Cost Savings/Benefits

• Track Spending
  – Today we have limited insight as to where our travel dollars are being spent (Delta, National, Hilton, etc.)
  – New tool will be able to provide better supplier data
Timeline

• RFP was issued in August, 2015
• Evaluation Committee is currently reviewing proposals
• Demos will be held in November, 2015
• Usability Testing will be held in December, 2015
• Final Decision and Award will be made in January, 2016
• Implementation to begin March, 2016
• Roll out to University Fall/Winter, 2016