

# CSCU | Students First

<b>Planning Team</b>	SF-AP/AR/BANNER SUPPORT/EXPENSE MANAGEMENT
<b>Meeting Date</b>	June 2, 2017
<b>Members Present</b>	Chris Forster – Sub Team Lead – CSCU- Controller Jody Dear – CSCU – Associate Director for Business Services Kim Dragan – NWCC – Director of Financial & Administrative Services Kyle Frant – CSCU – Financial Services Jennifer Gray – ASCC – Director of Financial & Administrative Services Madeline Santiago – CCC – Bursar
<b>Members Absent</b>	Paul Creech – CCC – Department Chair Health Careers & Public Safety

## Meeting Notes

Travel Forms/Documentation – Team reviewed the Travel process from authorization to reimbursement currently used by the community colleges.

- Multiple forms are currently used at the community colleges:
  - Travel Authorization (CO-112 REV 5/2014)
  - Employee Payroll Reimbursements (CO-17XP-PR rev 12-03)
  - Employee Voucher – Addendum (CO-17XP-A REV 1/04)
- CSCU System Office is currently using a combined authorization/reimbursement form

Travel Process – Colleges are processing travel reimbursement according to their own campus procedures. In general the flow is

- Employee Completes Travel Authorization (CO-112) and forwards to Supervisor and/or Dean for signature and TA #.
- Travel Authorization is approved and filed.
- Employee uses TA# as authorization to book travel either through Sanditz (state contracted vendor) (using TA#), using an employee PCARD or a personal credit card.
- Upon return, employee completes Employee Payroll Reimbursements (CO-17XP-PR), attaches receipts and forwards to supervisor for approval.
- Approved Employee Payroll Reimbursements from is forwarded to the Business Office where it is matched to the original Travel Authorization (if available) and audited. Documentation is checked for completeness, per diems are reviewed, mileage is

recalculated, etc. Business Office forwards final complete reimbursement package to payroll for processing.

- Once processed in CORE and fed to Banner, travel reimbursements are recoded in accounting to the appropriate (FOP) through the banner FWAGLPC screen.
- Payroll recodes are approved in Banner through the FWAGLPR screen.
- Documentation is filed in the Business Office and/or Payroll Office.

The CSCU System Office is processing Travel a little differently than the community colleges. The general flow in the CSCU System Office is:

- Employee logs into the CSCU shared drive and retrieves the “next” TA number in queue and assigns it to themselves by filling in their information and saving the file.
- Employee Completes Travel Authorization/Reimbursement Form with the **estimated cost of travel** and forwards to Supervisor and/or Dean for signature.
- Travel Authorization is approved and filed in the Business Office.
- Business Office processes any additional purchase requisitions, pre-payments, parking passes, etc. that are needed to complete the travel package.
- Employee uses TA# as authorization to book travel either through Sanditz (using TA#), using an employee PCARD or a personal credit card.
- Upon return, employee re-submits the original form with the **actual cost of travel**, attaches receipts, conference documentation, etc. and forwards to supervisor for approval.
- Approved Employee Payroll Reimbursements from is forwarded to the Business Office where it is matched to the original Travel Authorization (if available) and audited. Documentation is checked for completeness, per diems are reviewed, mileage is recalculated, etc. Business Office forwards final complete reimbursement package to payroll for processing.
- Once processed in CORE and fed to Banner, travel reimbursements are recoded in accounting to the appropriate (FOP) through the banner FWAGLPC screen.
- Payroll recodes are approved in Banner through the FWAGLPR screen.
- Documentation is filed in the Business Office and/or Payroll Office.

### Next Steps

- Review CSCU Travel Procedures Manual – Can this policy be applied to all 12 Community Colleges – including the use of one form for Authorization & Reimbursement? - TEAM
- Call Central to schedule a demo of their Travel reimbursement software – CHRIS
- Can a “smart form” be developed to assist employees in completing correctly? -
- Review processing ability of CORE:
  - Can employees be trained to enter their own reimbursements in payroll?
  - What would the payroll audit process to be ensure accuracy?
  - Can supporting documentation be scanned, uploaded and attached to the payroll transactions in CORE?

- What are the staffing requirements of a centralized travel processing department?
- Review of Professional Development requirements – Committee structures at each campus. How does this fold in?

The Connecticut State University System Travel Procedure Manual can be referenced here: [CSCU TRAVEL PROCEDURES MANUAL](#)

#### Future Meeting Dates -

- June 5, 2017 1pm-3:30pm – SO – 61W – R304
- June 9, 2017 1pm-3:30pm – SO – 61W – R304
- TBD

Meeting Plan June 5, 2017 – Discussion of the Accounts Receivable Function is planned.

- Madeline provided feedback from the Bursars/Cashiers at the Community Colleges. This data will be compiled for further review.
- All Team – continue to identify pieces of information that are needed to inform the discussion on each of these functional areas.
- Follow up on Next Steps for Travel Reimbursement Processing

#### Concerns:

- Preliminary Review Process – will recommendations be reviewed and moved forward in an expedient manner.
- Staffing levels and SEBAC agreement may effect ideal plan.
- Software – unknown, overlapping committees, priorities, lead times

Additional Information – Banner 9 Presentation – June 7, 2017 at Central – may be helpful to hear what Banner 9 has to offer.

#### Attachments

1. Connecticut State University System Travel Procedures Manual [CSCU MANUAL.pdf](#)
2. Travel Authorization Request (CO-112 REV)[CO-112\\_0001.pdf](#)
3. Employee Payroll Reimbursements (CO-17XP-PR)[CO-17XP-PR\\_0001.pdf](#)
4. Employee Voucher – Addendum (CO-17XP-A REV)[CO-17 XP-A\\_0001.pdf](#)