

**T&E User Group
Minutes
March 16, 2009**

Location: 176 Hutchison Hall
Time: 1:30 pm to 3 pm

Attendees: Janet Brown Simmons
Karen Osborne
Marie Zimmerman
Annette Davis
Lisa Schwieso
Gloria Castillo-Wildman
Sande Dyer
Nikki Humphreys
Wendy Kercher
Stella Heydon
Monica Fischer
Carla Munoz

Introductions:

Participants identified their Expectations in participating on this committee. Comments include:

- Some of processing for their unit is only done 1x a year and can be complex with Sodexo – they want to stay within policy and procedure. They are having problems using the system
- Want to be processing all on the same page and have a good understanding processing
- Bring issues from users to table to help enhance system
- Want to take information to monthly meetings for feedback and give updates
- Liaison with user and deans office; current user for the reporting side; cts issues
- Hoping to be part of development with county based users to fit their needs; changing payroll sources and problems with this a continuing problem with Travel
- Echo what has already been said; education abroad center has challenges with international travel; group leaders; paying outside vendors
- Faculty don't process in their departments so want to ensure submission will not be returned
- System enhancement-paperless; advances-zero ledgers
- Help develop and share Best Practices
- Pinpoint the issues that will really help more people. Since Concur is an on premise model it is expensive to complete customizations. We try to complete as many in-house requests as possible with our programmers.
- Looking to make a difference and share strategies to improve campus usage

Charge Statement: Reviewed

Connexus Update:

UCOP implemented this new portal for all UC to use for Hotel, Air, Car rental to get the best rate and contracts. 6 UCs s already use it and UCOP wanted us to implement in Fall 08; The actual tentative launch date May 1, 2009.for UC Davis. Berkeley, LA, Merced also still pending implementation. UCD is

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different since we have online TEV system and it is a challenge to merge the online reservation system (Connexus) with this system. This group would be testers for this new system and is looking for volunteers for late April to try especially out the system. Travel reservations involving CTS or car rental are especially valued for this testing. Old CTS cards will be discontinued at July 1st and there will be 3 new CTS travel sites UCTC, BCD, Orbitz. The committee voiced concern with the May implementation date and information to the departments, especially in regards to CTS accounts. ANR implementation to counties is even more complicated. Training with these new CTS sites will be via testers from this User group possible by a webinar. AP is currently giving feedback to the Connexus site on specific UC Davis issues but since this is a UC program, some details may not be able to be changed. Karen will get our ID #s for viewer access to Connexus for review and feedback. Parts of Connexus cannot be customized for just UCD. Currently there are 591 CTS cards (#)s that will go away July 1st. As a billing ID-you can manage ID numbers within your unit and this should help reduce the number of unidentified CTS charges. More control over billing ID. Get these feeds once a week. The intent of this system is to use the collective UC system wide expenses to negotiate for lower rates. Currently there hotels all over giving lower rates. The airlines of Virgin, Jet Blue, American are currently the only airlines on the Connexus system with more negotiations to include Southwest. Concerns: No Davis Travel and, YCal going away, and replaced by-UCal.

T&E Open Forum Tentative Schedule 2nd week in May 2009 for an open forum for campus users and this group

We prioritized the attached service requests and will begin more detailed discussion of these requests at our next meeting Monday March 30th from 1:30pm to 3pm in **357 Hutchison (NOTE THE LOCATION CHANGE)**

Prioritize Service Requests (SR) including new additions:

Investigate potential solutions considering:

- # Programmer hours estimate
- Benefit Analysis-to campus
- Analysis of not doing it
- Controls impact
- Cost
- Impact
- Mandates
- Level of Risk

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Service Request Priorities

3/31/2009

SR #	DS or Concur Issue	Request Title	Request Purpose	Priority	Notes
14325	Concur	Revise approval status labels in MyTravel	Clarify the routing status by renaming some of the approval status labels. The ad hoc approver role states 'pending'.	1	
14454	Concur	add pending COA transactions in MyTravel to DS report for account managers	some account managers want to look at a COA and see the current projected balance even if reports are pending in MyTravel. This would allow them to have a general current balance, although pre-trip cash/vendor pays, CTS may look doubled.	1	want to see the Lien
14457	Concur	Open Trip Name field from 32 characters to 40	per Jonathan, this is a process that can be done by the programmers	1	
13832	Concur	MyTravel Imported Transactions Report	Report of unreconciled imported expenses for review by departments. Query by employee ID, traveler name, or department--list cash, pre-trip, CTS/YCAL, and corp card.	1	Shows IN DS
14307	Concur	Revise approval status name for adhoc	clients on campus are confused over the terminology pending ad hoc approver in DS, once ad hoc approver has approved, it should state review/approved.	1	
14498	Concur	Correct foreign currency issues when not 2 digits	Modify the XML import file for corp card transactions to handle these currencies correctly.	1 or 2	
14308	Concur	Add report key and traveler/entertainer to email notices sent by system	the status update email that is sent is vague--states the report name and who changed the report. It doesn't state the traveler/ent, report key, or dept.	2	
13959	Concur	Create subtotal for itemized entries	By creating subtotals for multiple account numbers so users won't have to manually calculate them.	2	319DS
14011	Decision Support	DS 318 -Filter Active/Inactive employees & non-employees in Decisions Support & MyTravel	Currently MyTravel pulls info from PPS, so a retired/separated employee or non-emp are listed as inactive, however, they are still shown in DS 318 and in MyTravel.	2	Feeds in PPS nightly Non Employees Nev er Fall Off
14403	Decision Support	MyTravel Staff Workload Reports	Many customers are requesting to be able to pull DS reports to show their staff workload, how many reports approved by the account manager or department approver similar to DS 211 currently used.	2	

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14404	Decision Support	Add MyTravel Roles to DS 214	currently when staff leave the university, departments do not always remember to take all steps to remove the inactive employee from MyTravel, causing workload problems and stuck reports	2	
	Concur	Modify Account Manager change account #	No for security-Concur is changing their product line	2	
	Concur	Looking in wrong place-directly to their report	Single sign on cannot / revise text	2	
13950	Concur	Validate the Payment Type field so that it is consistent with that of MyTravel expense reports	Once everyone moves to MyTravel, validate the Payment Type field on the pre-trip application against the information in the traveler's MyTravel profile so that behavior is consistent with that of MyTravel expense reports.	3	
14008	Concur	Pre-trip payment vendor address	Allow to view second address line of vendor address in pre-trip payment vendor search. Many vendor records in DaFIS have a PO Box or physical address listed	3	
14309	Concur	revise Citizenship codes in MyTravel	Per request of Anne Marie Scott map the actual PPS codes into MyTravel to show all citizenship status codes	3	
14355	Concur	Find out why some projects are not being recognized in MyTravel	Projects that contain SLO are not coming up in MyTravel, even though they are valid in TP and DS.	3	Get Information
14197	Concur	Report not sorting properly by submit date	When sorting by submit, the report is reading Jan as1 not 01 which is causing the sort to be off.	3	
14337	Decision Support	DS report 316 duplicates the itemizations, which inflates the displayed total	Fix the behavior of this report so that it doesn't duplicate the itemizations. Removing the duplicates should lead to the correct total, instead of an inflated total.	3	

Connexus

- Demo-view Connexus main page and profile page
- Implementation of Connexus timeframe with T&E User Group and inactivation of current CTS/YCAL cards. User Group will test Connexus site booking actual flights in the beginning of April. We will determine how to list those on a report in detail in the next meeting. Each committee member bring a traveler name and ID to next meeting for us to add to the Connexus site.
- Benefits to Campus
 - Lower vendor rates and lower agency fee costs
 - Departments will have more control over Billing IDs in DaFIS
 - Employees can book their own airfare without knowing the CTS Billing ID
 - Airfare, hotels, and car rental can be booked in one portal
 - Fewer import problems as we will receive weekly agencies feeds with more consistency. Currently we have about 150 rejects weekly that are manually corrected and departments can't complete reports until this is corrected