

April 27, 2009

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Cliff Flood, University Controller

SUBJECT: Electronic Employee Travel Authorization System and Travel Reimbursement System Enhancements

An electronic faculty/staff travel authorization system will be available this week via the University's Financial System. The use of the system will be required for authorization of overnight travel effective July 1, 2009. Please note, however, that the Travel Authorization System will not include blanket, student, or non-employee authorizations at this time. Future enhancements to the system will include those functions. This travel authorization system has been demonstrated at a number of meetings with faculty and staff and the feedback on ease of use has been excellent. As the system is brought into widespread campus use, we will actively solicit additional comments and improve the system based on your suggestions.

The Travel Authorization System may be accessed directly at: https://portal.acs.ncsu.edu/psp/EPPRD/EMPLOYEE/PFO890PRD/c/NC_AP_PROCESSES.NC_TRAVEL_CENTER.GBL. This link will be embedded in various websites throughout the University for ease of access. You must enter your unity ID and password to obtain access. Please note that this system will not require more frequent password updates than are required by your current security.

As an added bonus, auditors at other Universities in the UNC system have recently taken an interest in whether the Universities are complying with State Budget travel authorization requirements. This system will provide information that NC State is in compliance without the additional stress on departments of digging through their records to find evidence of prior approvals.

Features of the new Travel Authorization include:

- A self service application that will allow entry by the traveler and/or administrative personnel.

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- Electronic work flow approval of the travel authorization.
- A New 'Travel Center' page that has all the travel functions including new authorizations and a record of an individual's travel history.
- Email notification to the traveler and approver.
- Calculators to assist in estimating travel costs.
- Non United States travel requirements and certification related to export control requirements.

In addition, the travel reimbursement system has been enhanced with the same look as the travel authorization system. These changes to the system are effective immediately. During a transition period, campus users will continue to have the ability to enter a travel reimbursement without an electronic travel authorization for employee travel. Changes to the travel reimbursement system include a new look consistent with the travel authorization system.

Training will be available to administrative staff on the following dates in addition to sessions scheduled separately with the various colleges/major administrative units. Administrative staffs within the colleges/units will provide faculty and department heads with the necessary information to utilize the system. In preparation for transitioning to the authorization system, the following training dates are available to administrative staff and any faculty who may choose to attend:

- April 29th: Talley Student Center, Walnut Room (4th floor) from 9-11am
- May 6th: Administrative Services Center II, Room 101 from 2-4pm
- May 13th: Administrative Services Center II, Room 101 from 9-11am
- May 20th: Administrative Services Center II, Room 101 from 2-4pm
- May 27th: Administrative Services Center II, Room 101 from 9-11am

Additional travel authorization information can be found at
http://www.fis.ncsu.edu/controller/travel_reimburse/Travel_Auth_Instruction.asp

If you have any questions, comments or need additional training sessions, please contact Kim Kelley at 515-7132 or Kim_Kelley@ncsu.edu

CF/EM

cc: Ernie Murphrey, Associate Vice Chancellor for Financial Services
University Business Officers