From: Business Services Advisory Grp on behalf of Jennifer D Collins
To: BSAG-L@LISTSERV.UGA.EDU
Subject: Travel Committee Item 141
Date: Friday, March 18, 2016 8:11:55 AM

TO: BSAG Members

FROM: Travel Committee

RE: Item 141 Retrieval of Travel Authority information

Good afternoon BSAG members. Item 141 on the Business Process Improvements list reads:

When you create an eCheck request for out-of-state travel, you have to put in the travel authority (TA) number. At one time, after the TA number was put in, the system would populate the payee name and address. It no longer does that. Do you know why?

The retrieval of travel authorization information was discontinued when travel encumbrances started converting to liability accounts in fiscal year 2007. Historically, the system had retrieved the traveler name, address and account number from the original travel authorization and populated this information on the eCheck request. The information was retrieved from the financial accounting system so the most up-to-date information would be displayed. Once the encumbrances converted to liability, account numbers were updated in the financial accounting system to reflect the liability account. Liability accounts are not set up for approval routing because they are not unique to one specific department. We considered retrieving the account number from the original TA that was submitted to Travel & Encumbrances (T&E), but decided that due to the number of account number changes that departments request after authorizations are submitted to T&E, the information on the original travel authority would not be accurate for numerous requests. After these considerations, the decision was made to discontinue the retrieval process.

However, we have been working with the EITS programmers on a different solution. They have developed a "Retrieve Traveler Info" button that will now display on out-of-state travel reimbursement requests. Once the travel authority number is entered, this button can be used to populate the traveler name and vendor number. These data elements are the only information that will be retrieved. The account number will not be retrieved due to the issues outlined above. With this process improvement implemented, the committee is closing item 141 on the Business Process Improvements list. An announcement regarding this change will be posted to the Business Services listserv.

Please send any questions to Jennifer Collins at jfinch@uga.edu

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