Business Manager Meeting

Jennifer Driggers

Accounts Payable & Travel

Spend Authorization Questionnaire

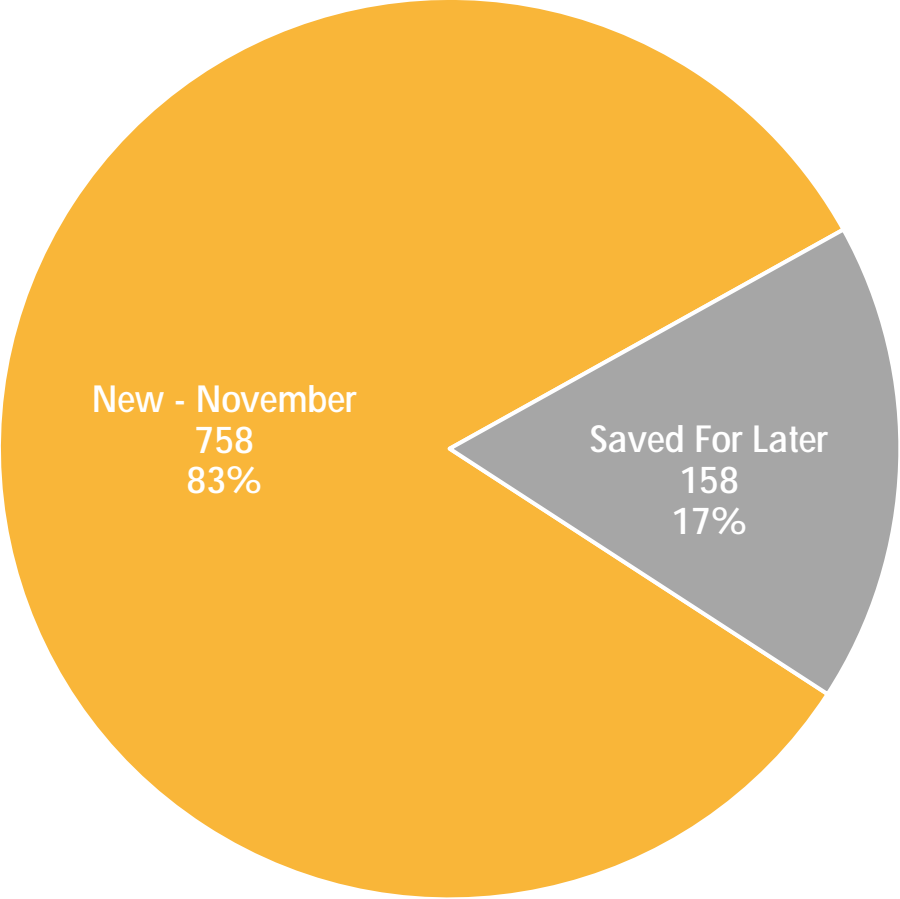**Spend Authorization Questionnaire**

- ☐ Spend Authorization Questionnaire (SAQ) has been enabled and the AS292-A form has been discontinued.

- ☐ All travel expense reports/reimbursements will require a Spend Authorization for workers and non-workers. The Spend Authorization Questionnaire (SAQ) must be completed by the initiator immediately after submitting the spend authorization.

- ☐ The "Up Next" window appears after submitting the Spend Authorization with a link to the SAQ, or the SAQ can be accessed from the initiator's inbox.

- ☐ ***The Spend Authorization will not route until the SAQ is fully completed and submitted.*** Once the Spend Authorization routes for approvals, the questionnaire responses will be visible on the "Questionnaire Reponses" tab on the spend authorization.

- ☐ The information captured on the Spend Authorization Questionnaire will allow the University to meet annual state reporting requirements*.*

Spend Authorization

The "Edit Spend Authorization" feature is available <u>only</u> if the spend authorization is "in progress" or if there is no settled (paid) cash advance. If the spend authorization includes a paid cash advance, the spend authorization cannot be changed. If a change is needed, manual approvals will be required.

Spend Authorizations should not be cancelled. The current and previous fiscal yea.4ed.[(anc)-31 ((e)5.7gt)-

Travel Expense Reports

LaCarte Expense Reports

Pie chart:
- New - November: 758, 83%
- Saved For Later: 158, 17%

Saved For Later	
July 2024	6
August 2024	13
September 2024	37
October 2024	99
November 2024	3
Total	**158**

Auditor Comments

Expense Reports will include the Auditor's comments in the **Business Process**.

If there are any questions, please email the Auditor and do not respond or add comments in Workday. There is no notification sent to the Auditor.

All questions should be handled outside of Workday via email and the Auditor will attach the email string to the expense report as applicable.

Business Manager Meeting

Patrice Gremillion

Accounts Payable & Travel

Christopherson Business Travel (CBT) Program Review

- ☐ Continued growth of CBT's Online Booking System

   Adoption rate of 77% (up from 75% last year)

- ☐ Customer Survey Responses

   Feedback is welcomed

- ☐ Unused Tickets – decrease in volume which demonstrates a strong & impressive travel program

   Thank You for your continued efforts!