GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Session 7: Travel and Expense Management
February 5, 2014
Workday

Name_____

Functionality	Comments
1. Demonstrate the ability – using workflow tool – to submit and route a travel request for approval, even if there is no cost. Upon approval, include notification to requestor "ok to book travel." Once approved provide notification to Business Office.	
2. Explain how approved travel request can update attendance accounting in payroll.	
3. Demonstrate the ability to encumber travel funds estimated on travel request.	
4. Demonstrate the ability to generate travel advances and pre-payments to multiple vendors.	
5. Upon return from travel, demonstration the completion of an online expense report (based on the initial travel request) – include differentiating between P-card transactions and employee-paid expenses and other District payments.	
6. Demonstrate the ability to track a daily meal allowance rather than actual meal expenses.	
7. Demonstrate the ability for a "proxy" to complete any of the above tasks – e.g. President's administrative assistant. Would the business office be the proxy for everyone	
8. Demonstrate the ability to scan receipts and attach to expense report.	
9. Demonstrate workflow ability for travel claims where scanned receipts are visible.	

10. Demonstrate the ability to automatically e-mail reminder to traveler who has not submitted travel claim within specified number of days of return, with additional reminders if needed.	

11. Demonstrate the ability to reimburse employee for travel costs. Demonstrate the ability for automatic calculations on claims (insert mileage rates based on date of travel and calculate totals)	
12. Demonstrate the search capabilities for travel by traveler, vendor, conference, keycode, etc.	

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Evaluation Form
Name of Evaluator:
Perceived Strengths:
Perceived Weaknesses:
Additional Comments:
Acceptability of Vendor Solution: ___ Yes   ___ No