

Maximizing the Benefits of the Travel and Expense Report Builder

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What is the Travel and Expense Report Builder?

			
Leads users through a series of questions to populate the Expense Report fields behind the scenes	Systematically determines what questions need to be asked based on prior user selections	Creates templates for frequently entered Expense Reports that can be shared with multiple users within an agency	Results in the creation of an Expense Report Draft for review prior to creation of an Expense Report

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Why Use the Builder?

- **Quick**
 - Prompts users for relevant information only
- **Easy**
 - Helps brand-new SFS users to successfully complete an Expense Report with no prior system knowledge
- **Accurate**
 - Alleviates confusion around NYS travel policies and practices with simple to answer, common-sense questions

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Why Use the Builder?

- **Drafts**
 - Record and review Expense Report data prior to establishment of an Expense Report ID
 - Copy from an existing Travel and Expense document (e.g., Draft, Expense Report, SFS Travel Authorization)
 - Upload attachments and associate to the correct expense in one place
- **Templates**
 - Improve consistency by providing pre-filled Expense Report Drafts
 - Attach group documentation (e.g. B1184 approval, conference agenda) one time for use among all travelers
 - Record data in advance of trips without reserving funds

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When is it appropriate to use?

- The Builder helps users enter data into the system efficiently, and the templates within the Builder can be used to start any Expense Report
- The following Expense Report types can be entered entirely with Templates available in the Builder:
 - Day trips where:
 - Requested activities occur in a single day
 - All expenses and locations are within NYS
 - Consolidated requests for mileage reimbursement
 - Non-travel Expense reimbursement requests
 - Examples include: supplies, uniforms, subscriptions, or other allowable costs that are incurred as a necessary part of employment
 - *Please note, users can add additional lines for any expense type once the Expense Report has been created from the Template*
- Personal funds transactions only (state issued credit card is not used)
- These scenarios represent about half of all travel and expense reports, so many employees can use these Templates

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Who uses the Builder?


- **Travel Entry Users**, such as travelers and proxies (with edit access), can use the tool to create Drafts and maintain personal Templates
- **Travel Expense Proxy Entry Users** can use the tool to create, maintain and share Templates with specific users or the entire agency
- **View-Only Proxies and Expense Approvers** can review a summary of Travel and Expense Report Builder Drafts and Templates

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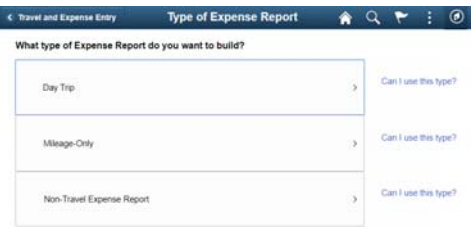


How Does the Travel and Expense Report Builder Work?

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Type of Expense Report

- Select from a list of Expense Report types
- Choose to start a new Draft, or select from an existing Travel and Expense document or Template



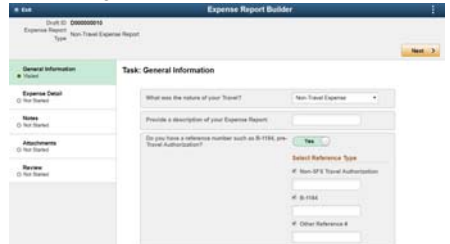
The screenshot shows a web interface titled "Type of Expense Report" with a navigation bar "Travel and Expense Entry". Below the title is the question "What type of Expense Report do you want to build?". There are three options in a list, each with a right-pointing arrow and a "Can I use this type?" link:

- Day Trip
- Mileage-Only
- Non-Travel Expense Report

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Expense Data

- Answer questions to collect data relevant to the type of Expense Report selected
- Questions are generated based on prior responses



The screenshot shows the "Expense Report Builder" form. The "Expense Report Type" is set to "Non-Travel Expense Report". The "Task: General Information" section is active, showing questions like "What was the nature of your Travel?" (with a dropdown menu), "Provide a description of your Expense Report", and "Do you have a reference number such as an I-104, gov Travel Authorization?". There are input fields for "Select Reference Type" with options: "If I-104", "If Non-OTA Travel Authorization", and "If Other Reference #".

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Summary and Review

- Review all Draft data on a single page:
 - General Information
 - Expense Report Type specific details
 - Notes
 - Attachments
- Choose to:
 - Build an Expense Report
 - Copy to a new Template
 - Save Draft for later

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How Does this Help my Agency?

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Benefits of Day Trip Builder

- Proxies can create one Template to use for multiple employees' expenses
- Agency can invest time in creating Templates for all staff, resulting in a smaller margin for error
- Templates can also be created for a specific use, such as a group of employees attending a conference
- Templates can be created to plan expenses in advance of the travel without reserving agency funds

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Benefits of Mileage Only Builder

- Drafts can be used multiple times for similar expenses such as routine trips to the same location
- Grid-like view provides ability to create multiple mileage lines at once
- Excel upload reduces data entry time
- Potentially replaces the AC160 paper form

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Benefits of Non-Travel Builder

- Drafts can be reused indefinitely for similar expenses such as membership/subscription fees, conferences, and uniform allowances.
- Simplifies data entry by reducing data entry to only the required fields

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Coming Soon!

- SFS Webex Demonstration of the Travel and Expense Report Builder
- Travel and Expense Report Builder available for testing in the Agency Business Process environment
- New SFS Coach training and videos
- Subscribe to the SFS Travel and Expense Customer Community (tiny.cc/sfsform) to receive updates on the Travel and Expense Report Builder

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Questions and Answers

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