



ProTrav Announcement

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Hi. Welcome everybody. I'm Amy Kliegl. I'm the Procurement Card and Travel Systems Coordinator here at UNI. The purpose of my being here today is to briefly talk about ProTrav, the new online procurement card and travel system we will be rolling out by no later than the beginning of fiscal year 2015.



On a daily basis, you are able to view transactions on the procurement card as they post to the card. The reconcilers will be able to tie expenses to the appropriate accounts and attach appropriate scanned documentation as soon as the items have posted in the ProTrav system. Travel authorization and reimbursement will also be processed through ProTrav. This

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system will provide the ability to track travel expenses online and reimbursement will be provided in the Accounts Payable Department without the use of any reimbursement forms.

In addition to this, all travel expenses will be linked in the system back to the travel authorization for which travel occurred. This will include travel expenses on a travel reimbursement as well as travel expenses paid on a procurement card. Having all of this information in one system will allow the flexibility for more travel charges to be put on a procurement card.

ProTrav will have an automated workflow, similar to what you have become familiar with in the PAF System. The automation of our current manual process should shorten timelines for the processing of procurement card reconciliations. ProTrav will bring an improvement in process and efficiency.

Through the focus groups, I've received many, many questions regarding the scanning system we intend to utilize for this. At this point, we are still evaluating what model will work best as we continue to evaluate where scanned images will be stored. and at this point, along with that, we are strongly suggesting that departments do not go out and try to find where to purchase or what scanners to purchase as we are trying to find a way that they can be purchased centrally.

As I stated in the beginning, we expect to go live no later than the beginning of fiscal 2015, which would be July 1, 2014. Since we are in the beginning stages of this project, we are still defining the level of programming that is going to need to be done. As a reminder, don't forget that your daily transactions can be accessed online. While this will not interface directly with ProTrav, this will be a way to ease into having that daily ability to view transactions.

If anyone has follow-up questions or anything that they would like to make me aware of, that you feel would be particularly important, feel free to give me a call or send me an Email. I've been in contact with a lot of people across campus regarding this process and all feedback is welcome. Any ideas are good ideas to bring to the table. Now I will try to answer any questions that you may have.

Thank you.