



Accounts Payable Presentation

Review of topics pertaining to the process regarding some a/p functions

The new electronic certification of travel expenses now available

Electronic Certification of Travel Expenses Now Available

Submitting travel expenses for approval and reimbursement soon will be an easier and more efficient process with the addition of electronic certification in IRIS.

As of Oct. 30, travelers will receive an email invitation to electronically certify that expenses submitted are accurately and completely listed—eliminating the need to print, sign, scan and attach travel expense reports manually in IRIS.

The change is the latest of several identified by IRIS team members and chief business officers to improve the travel reimbursement process. More than 47,000 trips were submitted by faculty and staff in 2016, making the process an important one to evaluate for efficiency opportunities.




Benefits of Change regarding the certification of travel expenses

- ▶ This new change will decrease the delay in obtaining the original signature from the traveler.
- ▶ This new feature gives the traveler an opportunity to electronically certify the accuracy of the travel expense from any remote location which also decreases the time of submission through workflow.
- ▶ This change will allow the traveler to review and ensure the accuracy of their submission. This guarantees compliance with the UT travel policy.
- ▶ Overall, it should increase the efficiency and decrease the delay of reimbursements.

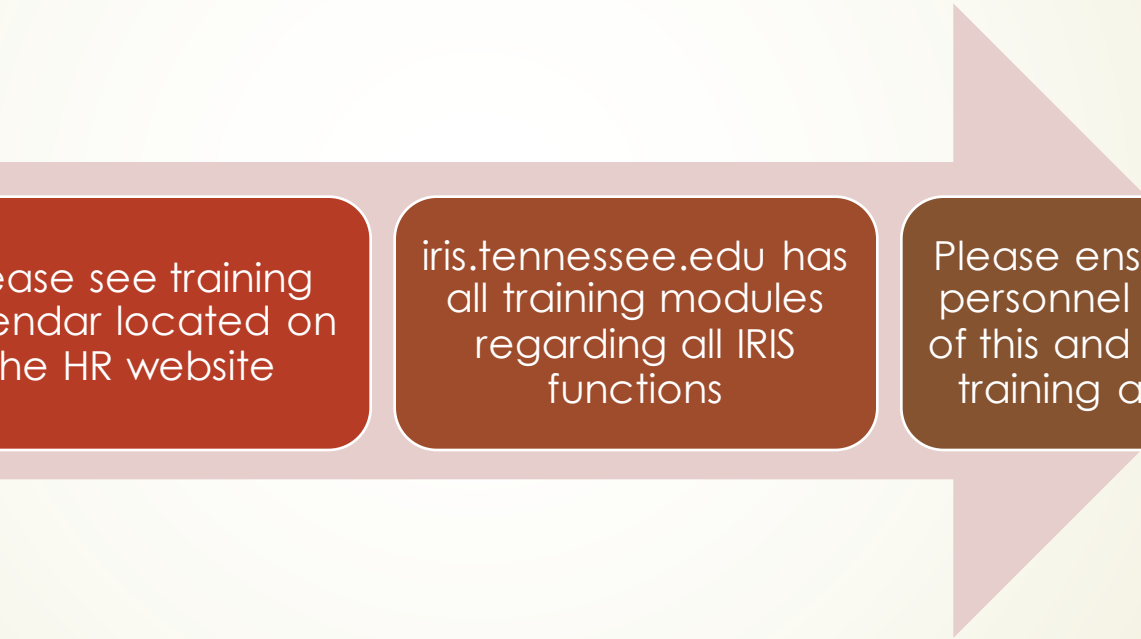


Frequent reasons for rejections may include but not limited to:

1. Proper airfare receipt, itinerary, and quotes when needed
2. Documentation of conference lodging rate
3. Registration and conference information
4. Incorrect region code
5. Company paid expenses
6. Add UT vehicle
7. Meals provided by conference must be deducted as well as for personal time
8. Original gas receipts are required
9. Use concur on rental cars to utilize our corporate rate
10. International travel, currency conversions, translation



Training is scheduled every other month



Please see training calendar located on the HR website

iris.tennessee.edu has all training modules regarding all IRIS functions

Please ensure that all personnel are aware of this and get proper training as needed



Reference Links

- ▶ <https://www.uthsc.edu/hrtraining/>
- ▶ <https://iris.tennessee.edu/iris-travel-system/>
- ▶ <https://acctspayable.tennessee.edu/training/record-an-asset-on-a-procurement-card/>



Asset/Inventory Management

- ▶ When making a procurement card purchase, please recognize sensitive minor equipment.
- ▶ Asset/Inventory Management
 - ▶ Annual Inventory
https://policy.tennessee.edu/fiscal_policy/FI0605/
 - ▶ Asset/Inventory Audits (Please be aware that random audits may be performed.) Departments can print listing at anytime
ZAM_EQUIP_INVENTORY