

TRAVEL UPDATE



Alex Sims
Business Process Forum

AGENDA

- Smart Bill
- American Airlines
- Year End Close



Smart Bill

- What is it?
 - Direct Bill Service for Lodging
- Why?
 - Simplifies process for travelers who do not have an OSU Credit Card
- What does it cost?
 - \$10 service fee



Smart Bill

Travel Data FY23 to Date

- 15,738 Travel Expense Reports
- 4,137 Employees
- 55% of employees 2 or less expense reports

LODGING OPTIONS



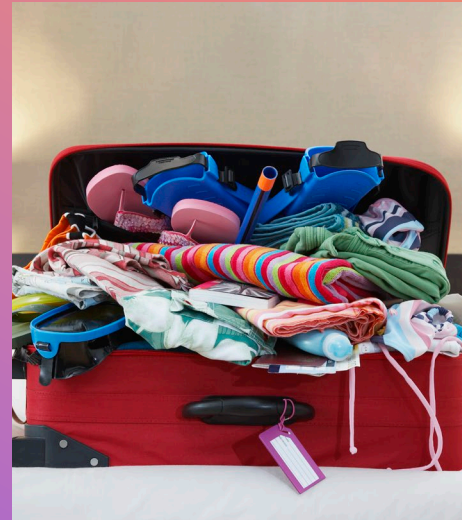
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OSU Credit Card



Smart Bill



Reservation Only

American Airlines

- Shift to NDC (New Distribution Capability)
- Dropped Corporate/Business Travel Vertical
- Impact to OSU
 - Harder to find flights
 - Harder for CTP to support
 - Forcing users to direct purchase from American.

Year End Close

Key Deadline

- Final Approve Expense Reports by **July 10th** Period 12 Close

T&E Office Monitoring

- Transactions that posted in FY23 – Prepaid Accruals
 - Travel Expense Reports: Review trip dates, entire year, no dollar threshold.
 - Non-Travel Expense Reports: Review travel account codes, entire year, no threshold.
 - Non-Travel Expense Reports: Training, Memberships, Software, entire year, over \$2,000.
- Transactions that posted in FY24 – AP Accruals
 - Travel Expense Reports: Review trip dates, no threshold, 7/11 to 7/24.
 - Non-Travel Expense Reports: Review transaction dates, over \$2,000, 7/11 to 7/24.

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THANK YOU