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

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 10**th 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.