

Morehouse School of Medicine

Announces a Premier Travel and Expense System

Based on the **Concur** Travel and Entertainment Platform

Administered by the Division of Finance

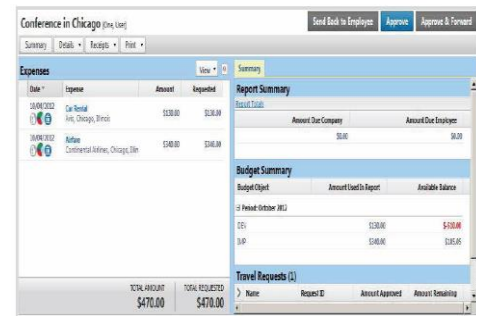
The Controller's Office



Faster, more accurate expense reports.

Real-time insight into T&E spend.

Manage monthly budgets and accruals.



Welcome to the Morehouse School of Medicine's Travel and Expense Platform

Travel Expenses

You can now book your travel online using the MSM custom travel platform. MSM travel and expense platform is available to all MSM employees who travel on official MSM business. Implementation begins on August 1, 2015.

The custom features of the travel and expense system allows MSM to reduce travel cost, take advantage of volume discounts, increase compliance with the travel policy, provide an efficient approval process with electronic approvals, allow users to capture and submit receipts real time to the MSM T&E system with mobile technology, increase efficiency, and pay for many travel expenses online through the platform.

PCard and Miscellaneous Expenses

The custom features of the expense system (ExpenseIT) automatically captures PCard transactions in the MSM Travel and Expense system. The MSM ExpenseIT system will increase monitoring and track PCard expenses, increase compliance with the PCard policy, enable electronic approvals, allow users to view transactions online and print expense transactions in a user friendly report.

The implementation of MSM's travel and expense platform will be conducted in phases. User training will be conducted to ensure all users are knowledgeable in the use of the solution.

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Phase I - Pilot Phase

The pilot phase will include a small group of MSM employees considered as heavy travelers. The pilot phase is important to enable us to further customize the system to increase user functionality and provide you the best customer service possible.

Phase II - Travel Phase

The travel phase will include booking your travel through MSM's custom online travel platform. Now travelers can save time by requesting and booking their airline tickets, reserve hotel accommodations and rental cars online without going through the requisition process. Yes! We have eliminated the requisition process. Just go directly to the travel platform and make your travel reservations. The travel expenses will be posted directly to the account (i.e. FOAP) indicated in the travel platform.

Phase III - PCard and Expense Phase

The PCard and Expense Phase will remove the requisition process for PCard purchases. PCard expenses will post directly to your department account. Users can now view travel and procurement card transactions in one platform. The system allows for electronic approvals and increases compliance monitoring in real time.

Important Dates:

- Phase I - Pilot Phase August 1st - August 31st
- Phase II - Travel Phase September 1st - September 30th
- Phase III - PCard and Expense Phase begins October 1st thru October 31st

Watch for future announcements on the campus-wide kick-off