





May 2, 2018

TO: Members of the Board of Trustees

FROM: Scott A. Jordan   
Executive Vice President for Administration and Chief Financial Officer

Craig H. Kennedy   
Provost and Executive Vice President for Academic Affairs

RE: Concur – Integrated Travel and Expense System Purchase and Implementation

RECOMMENDATION:

That the Board of Trustees approve the purchase and implementation of an Integrated Travel Management and Expense System at a total cost of \$3,100,000 – this includes 5 years for cost of licensing at \$422,000 per year; implementation services of \$660,000; and an overall contingency.

RESOLUTION:

Be it resolved that the Board of Trustees approve the use of \$3,100,000 in University operating funds for the procurement and implementation of a Travel Management and Expense System.

BACKGROUND:

The University seeks to implement the Concur Integrated Travel Management and Expense System with functionality that increases the ease of use to our travelers while supporting policy enforcement, expense control, Duty of Care and robust workflow capabilities.

The projected annual volume of the current travel process is approximately 22,000 expense reports with travelers that include faculty, students, staff and non-employees. The University has been using non-integrated components for travel expenses with a travel management company, online forms, and processing payments through the University’s financial system (Kuali).

The Integrated Travel System will address Duty of Care - the legal and ethical obligation to keep students and employees informed, safe and secure when an unplanned event arises. There are approximately 1,000 student and 6,300 faculty/staff trips per year, of which

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there are 450 student and 1,400 faculty/staff trips internationally. The Integrated Travel System will have the ability to track and provide a rapid one/two way communication with the traveler if an unplanned event arises

The proposed Integrated Travel Management and Expense System will be a fully integrated solution that improves the overall experience and process for the traveler, departments/units, administrators, management and the institution, while providing access to robust data for reporting, analysis, negotiation with travel suppliers, and university decision making. In addition, the system will be used to reconcile financial transactions and compliance monitoring for the current PCard Program.

The project is sponsored by the Controller's Office and Procurement Services, with project oversight from Finance Systems and integration support from University Information Technology Services. The project budget contemplates anticipated consulting and software needs to be procured in accordance with State contracting requirements and University policies and procedures. The budget will be funded from a combination of University operating funds.