Changes to EForms Travel Goes Live on 9/9

At year-end training I offered attendees a glimpse of the new features that were in the works for creating travel vouchers in EForms. The enhancements are complete and I am excited to announce the changes will go live on Monday, September 9, 2013. I have been looking forward to sharing these improvements, as they have greatly simplified the processes and steps involved in creating travel reimbursements. I am very grateful to our Division of Financial Services Systems staff, including Ray Linville who worked behind the scenes programming in order to make these changes a reality. I am also thankful to the accountants on campus who participated in our user group to help in testing the form. Their feedback enabled us to add additional features to this new process.

One of the greatest features of the new process is the automatic calculation of the per diem meal rate based on the information the user enters. The form will ask the preparer to identify the destination type (in-state, border city, out-of-state, etc), the date of departure/return, and the time of departure/return. These entries will determine the meal per diem selected and automatically input this information in the form. For those situations where per diem does not apply, there is a check box provided that will override the calculation rates. Previously, preparers had to manually calculate meal deductions for meals provided during travel. Now, the meals provided are automatically deducted.

Although the automatic calculation feature is probably the most exciting part, we were able to make additional improvements and simplifications. One of these simplifications was eliminating a step in the entry process, by combining the purpose of travel and event in one response box. Another feature includes the addition of entry points for BPC document numbers that include expenses related to the travel reimbursement.

It is impossible to explain all the enhancements in a short newsletter, but I hope after reading those I mentioned you are as excited as I am. I realize that this form will be different and that we might have to work through how to create reimbursements for unique travel in this new environment, but I am confident we will. Below is a link to step-by-step instruction of the EForms travel enhancements:

http://www.k-state.edu/finsvcs/accountspayable/eformstravel.html

I am always thankful to receive your feedback and look forward to continuing to make improvements for our campus users. Please email me at mbuffering@k-state.edu with any feedback you have as we continue through our enhancement process. If you have additional questions, please contact the Accounts Payable office, 785-532-6202.

~Memory Buffington, Asst. Director