

University Affairs Committee

Travel

Meeting with Norma O'Bannon and Molly Currie

Both Norma and Molly have graciously agreed to come to Faculty Senate on December 6, 2012 to field questions.

**Norma and Molly are currently training for a new Banner program that should have been up and running on September 1, 2012.

1. On the issue of lag time between faculty turning in receipts and reimbursement:
 - a. Norma noted that the major problems are the dearth of timeliness and the lack of complete record-keeping on the part of faculty.
 - i. As travel record-keeping and subsequent reimbursement are complex issues, I asked about training for faculty and administrative assistants.
 1. Norma and Molly agreed that it would be a good idea to have a training session for all incoming faculty linked to the mandatory HR session.
 2. They also noted that administrative assistants could make an appointment for one-on-one training at any time.
 - a. Molly noted that she offers training sessions on Mondays from 10-12.
 - b. Faculty should first look to administrative assistants for answers to the issue:
 - i. Norma logs in the date that the travel receipts come into the travel office
 1. Administrative assistants have access to and may check on the process at any time via BDMS
 2. *Norma noted that she has two full pages of requisitions that had not been fully completed by administrative assistants.
 3. As this office is inordinately busy, Norma noted that she has no time to call everyone
 - ii. If there is a problem with reimbursement for whatever reason, Molly sends an email to administrative assistants or calls the department.
 1. Molly noted that this is a new procedure this year, and it might cut down on misunderstandings and decrease lag time.
 2. Both Norma and Molly agreed that faculty should be cc'd on this particular type of email to keep faculty 'in the loop.'