



## Travel and Expense Module Improvements

### Effective July 1, 2018

The Travel and Expense (T&E) module has been updated, effective July 1, 2018, to improve the user experience. Each item in the list below is the result of a user pattern analysis across the University over the past several months:

- **Auto-population of the Payment Type field.**
  - Reimbursements will populate as Cash/Check/Personal Card whereas One Card transactions will populate as One Card.
- **Business Meal reporting requirements are simplified.**
  - The [Business Meals](#) policy has been updated. A list of individual attendees and titles is no longer required.
- **Hotel Wizard has been removed.**
  - While an itemized hotel folio is still required, detailing your hotel expenses in T&E is no longer necessary.
- **Expense Line Accounting details section opens by default.**
  - Instead of requiring users to open the accounting detail section in order to add funding/MoCode, this section opens automatically.
- **Auto-population of the Billing Type field for select Expense Types.**
  - The billing type field will automatically populate as Non-Travel for expense types primarily associated with the One Card. i.e. Utilities, Software
- **Refinement of Expense Type mapping for One Card transactions.**
  - Improved mapping of One Card transactions will reduce the number of Expense Type changes.
- **Reference field removed.**
  - Removing this field simplifies the user experience while still allowing space for information in an expense report's description.

Users will still have the capability to adjust their individual settings and configure views to suit their specific work style. Read the [instructions for reviewing your settings](#).

Additional resources related to T&E are available on the [Travel and Expense Helpful Links and Documents](#) webpage. For questions, please reach out to the [Finance Support Center](#).