

In Business for You

Workstream Description

Travel & Expenses

Nonprofit Model 21.3

2021-11-30



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About this document

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Context

Unit4 has developed the **Nonprofit Model** (NP Model), which is the approach to deliver out of the box capabilities embedded in the software based on best practices for Nonprofit organizations. It is supported by additional database configuration, documentation and an iterative delivery model.

Workstreams

The NP Model consists of several workstreams. For each of these workstreams, documentation is available that describes the supplied capabilities. The following workstreams are available:

- Finance (mandatory)
- Budgeting
- Asset administration
- Procurement
- Sales
- Human Resources
- Payroll
- Travel & Expenses
- Project Cycle Management
- Award Management
- System Administration
- Volunteer Management

The workstreams setup is predefined based on the process scoped for the solution. In the personalization phase, the information specific from the customer is configured. Unit4 ERPx is a highly flexible and agile solution that can easily be adapted to support different system setups and processes.

Intended audience

The intended audience of this documentation is anyone interested in the Travel and expenses solution. Readers are not required to know all the details of Travel and expenses processes. However, some knowledge of Travel and expenses basic concepts would be advantageous for reading this documentation.

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Travel & Expenses

Introduction

This documentation describes the Travel & Expenses workflow. This workflow provides support for the business process of travel requesting, calculation of daily allowances (per diems), and expense claims. Next to a predefined configuration of these processes, which are described in detail in this documentation, the solution package consists of a standard set of enquiries and reports, and predefined tailorable stationery output.

The described structures and processes are based upon the software capabilities provided with Unit4 ERPx.

The Travel & expenses workflow is part of the core scope of the NP model. However, some specific processes and/or requirements are not included in the core implementation level. For those, there is a reference in the chapter that identifies it as an Addition.

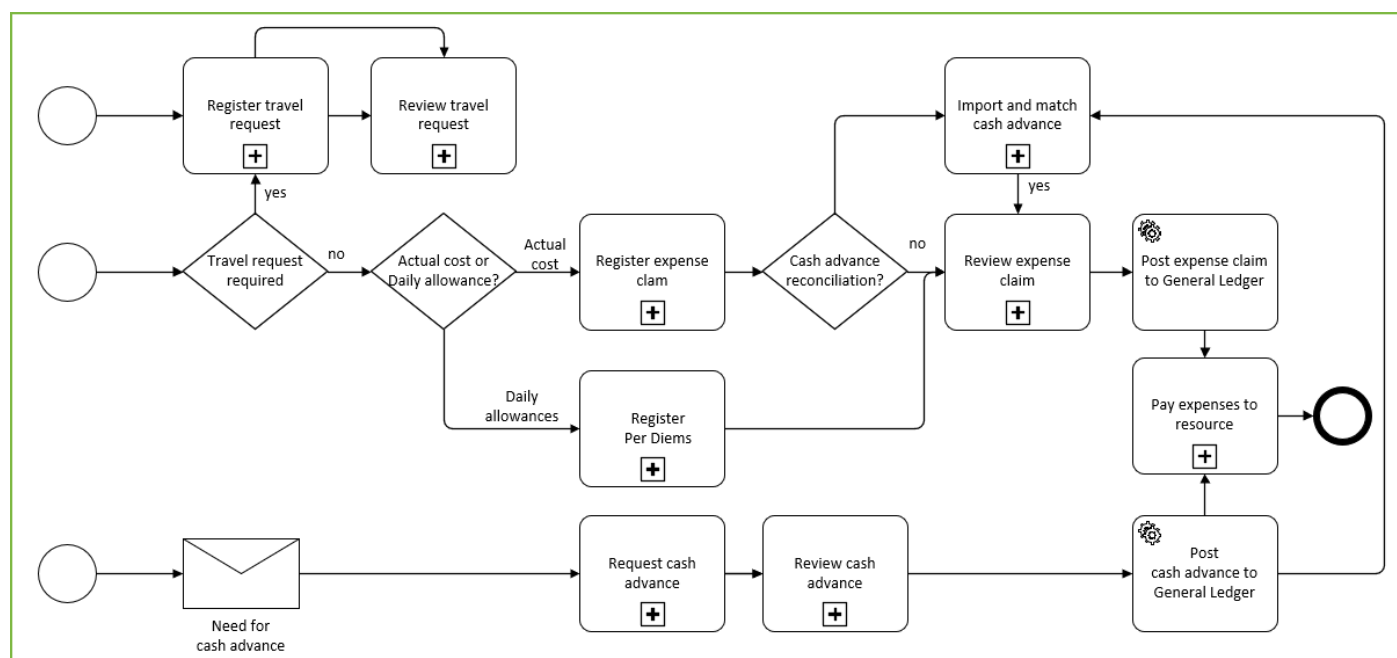


Figure 1 - Travel & expenses process

The travel & expense process allows you to monitor what is spent on employees' and volunteers' travel expenses. The solution offers several capabilities for managing the travel expense process. Depending on your permissions you can enter and edit travel requests and expense claims, approve travel requests, either for yourself or on behalf of other employees.

The Travel & expenses solution offers a default landing page, making it easier to search for a specific request or expense or to get an overview of what has been previously submitted. The claims and requests are grouped by status:

- **Draft** - (all requests and claims saved as draft, but not sent for approval)
- **In progress** - (travel requests and expense claims that are not approved, and approved expense claims that are not paid out)
- **Approved** - (only for approved travel requests)
- **Completed** - (only for paid out expenses)

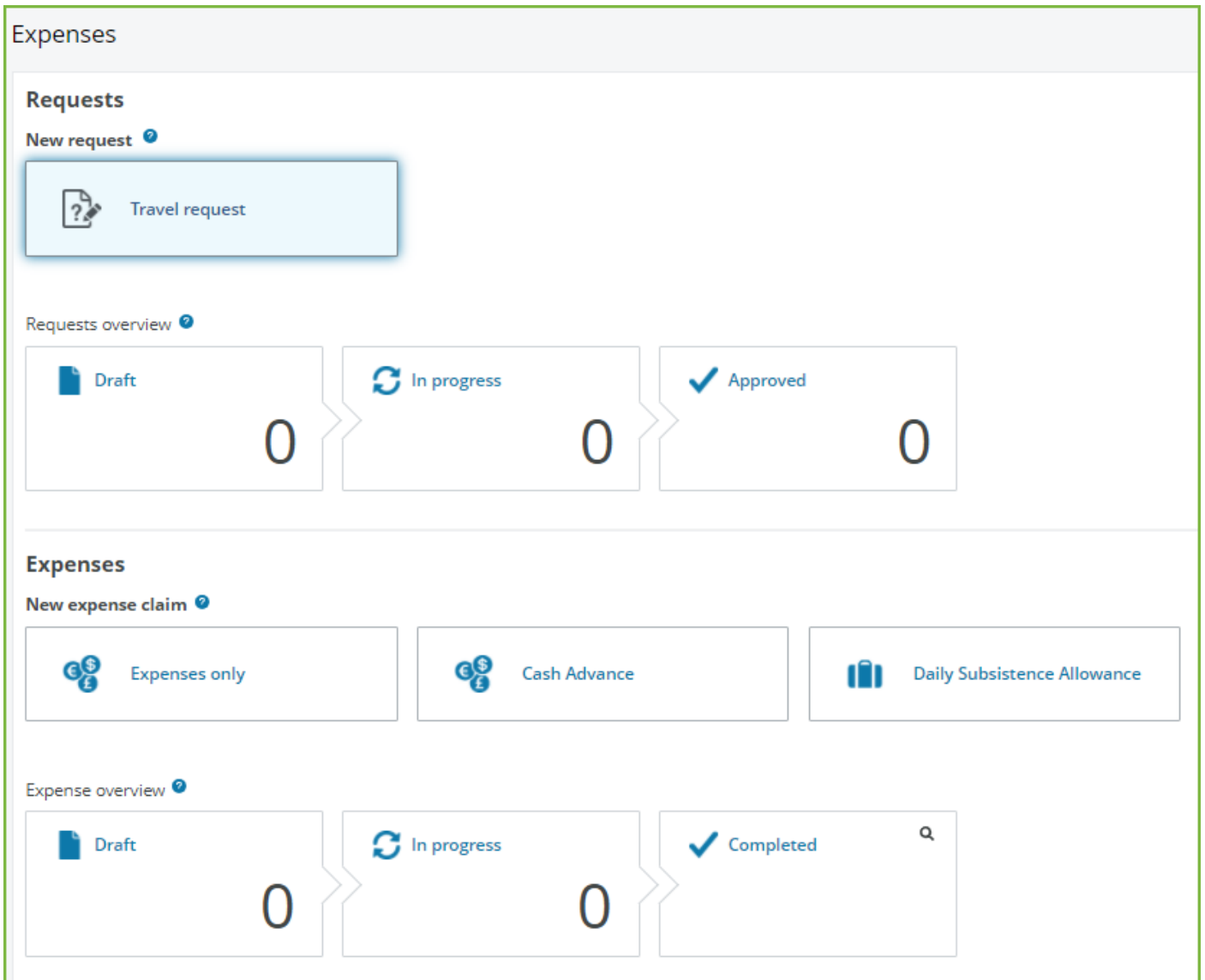


Figure 2 - Travel and Expenses landing page

Travel requesting (Addition)

Registering a Travel Request

To avoid expenses being incurred without prior authorization, especially in the domain of travel, the solution provides the option of submitting a travel request to get upfront approval when traveling for a project. This

automatically creates a soft commitment on the project in order to take this into account for reporting purposes.

On the start page, all registered requests are available and grouped by the following statuses:

- Draft - The number of request registrations in draft mode. You can open a draft registration and continue amending it.
- In progress - The number of request registrations that are still pending approval.
- Approved - The number of travel request registrations that have been approved.

The travel request allows the definition of the reason for traveling as well as capturing the destination of travel, duration, and timeslot. The request is allocated to a project and a specific activity in the project. The source of funding the travel is entered using the correct award. The traveler enters either the total amount of expenses estimated or can break this down into different expense types (e.g. accommodation, air travel, food & beverages).

The screenshot shows the 'Travel request' registration form. The form is titled 'Expenses > Travel request' and includes the following sections:

- On behalf of resource:** Crankle, John
- Destination:** Uganda
- First day:** 7/1/2021
- Last day:** 7/5/2021
- Why are you travelling?:** Project progress meeting
- Cost categories:**
 - Cost centre: Human Res...
 - Work order: Vaccine on ...
 - Project: Vaccination...
 - Activity: Activity 1
 - Award: Vaccination...
- Do you want to specify your estimated expenses?:** Yes
- Specify your expected expenses:**
 - Accommodation: 200.00
 - Flights: 500.00
 - Other expenses: 100.00
- Total:** € 800.00
- Calendar:** A calendar for July 2021 showing travel dates from Sunday 27 to Saturday 31. The dates 1, 4, and 5 are highlighted with the text 'New Travel request: Uganda'.

At the bottom of the form, there are four buttons: 'Send for approval', 'Save as draft', 'View requests', and 'Funds check'.

Figure 3 - Travel request registration

On behalf of travel request

The solution provides team managers or proxy users the option to enter a travel request for their team members / colleagues via an on behalf of function. This additional drop-down list on the top of the expense claim entry screen allows the manager to select one of the team members that is part of the cost center the team manager is responsible for. The submitted expense claim is allocated to the entered resource and is processed through the same workflow process as if it was entered by the team member itself.

Travel request approval

After a travel request is submitted, it is subject to approval in a workflow. The request needs to be approved by the project responsible and by the Financial department. The travel request is used as input for the expense claim. Through the inquiry 'HR: Travel expenses for posting,' it is possible to identify the travel expenses that are ready for posting.

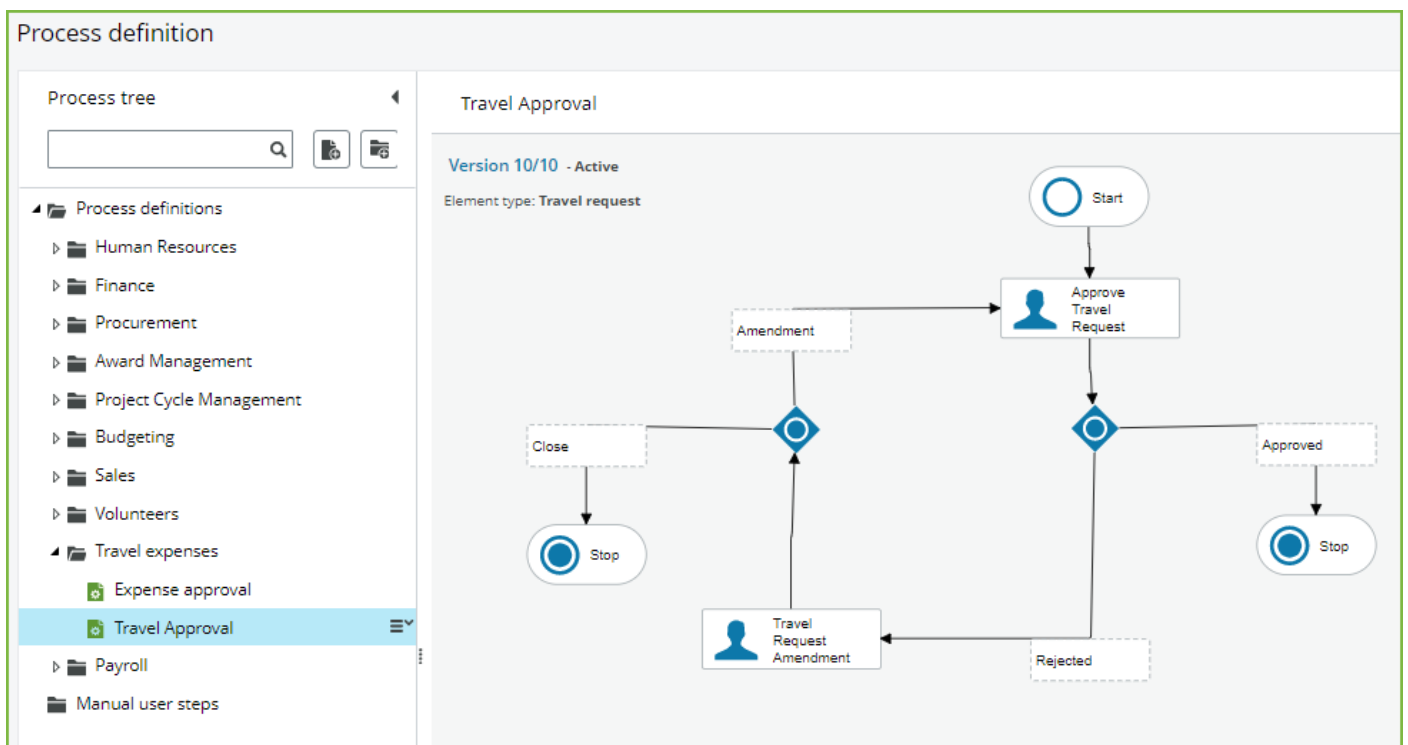


Figure 4 - Travel Request approval process

Expense claims

Registering an expense claim

The expenses incurred due to travel or any other work-related activities can be registered in an expense claim and are reimbursed after approval to the requesting employee. The expense claim can be either based on a previously approved travel request or created from scratch. The registration can be entered based on a daily allowance for traveling (per diems or Daily Subsistence Allowance (DSA) and receipts of expenses incurred. Advance payment is reconciled in the expense claim with the incurred expenses, and the balance is posted.

Mobile app expense entry

A mobile app for full expense claim entry is provided. This allows the user to enter a full expense claim anywhere and any place, and either offline or online. Receipts are captured using the camera on the phone to capture the pictures. A receipt recognition service is offered to recognize the receipt's content and suggest an amount, currency, expense type, and receipt date to the user. This data is stored as an expense line and the receipt is attached as a picture to the line item. The cost categories for the expense are registered (for example, project, cost center, and award). The user can assign this expense line to an existing claim or create a new claim in the app. When ready, the user submits the expense claim for approval.

Next to entering receipts, the mobile app allows users to enter mileage based on a start and end point (using Google maps functionality to calculate the mileage) or by using GPS location. For that purpose, set the start location and after having arrived at their destination set the end location. The GPS route is used to calculate the actual travel distance which gives a more accurate calculation of the mileage.

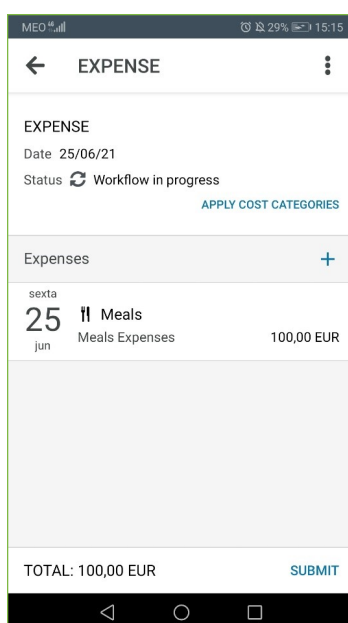


Figure 5 - Mobile expense app

Expenses Only

Expenses only are claimed based on receipts that will consist of evidence for the costs incurred. Users can enter their expense claims directly in here.

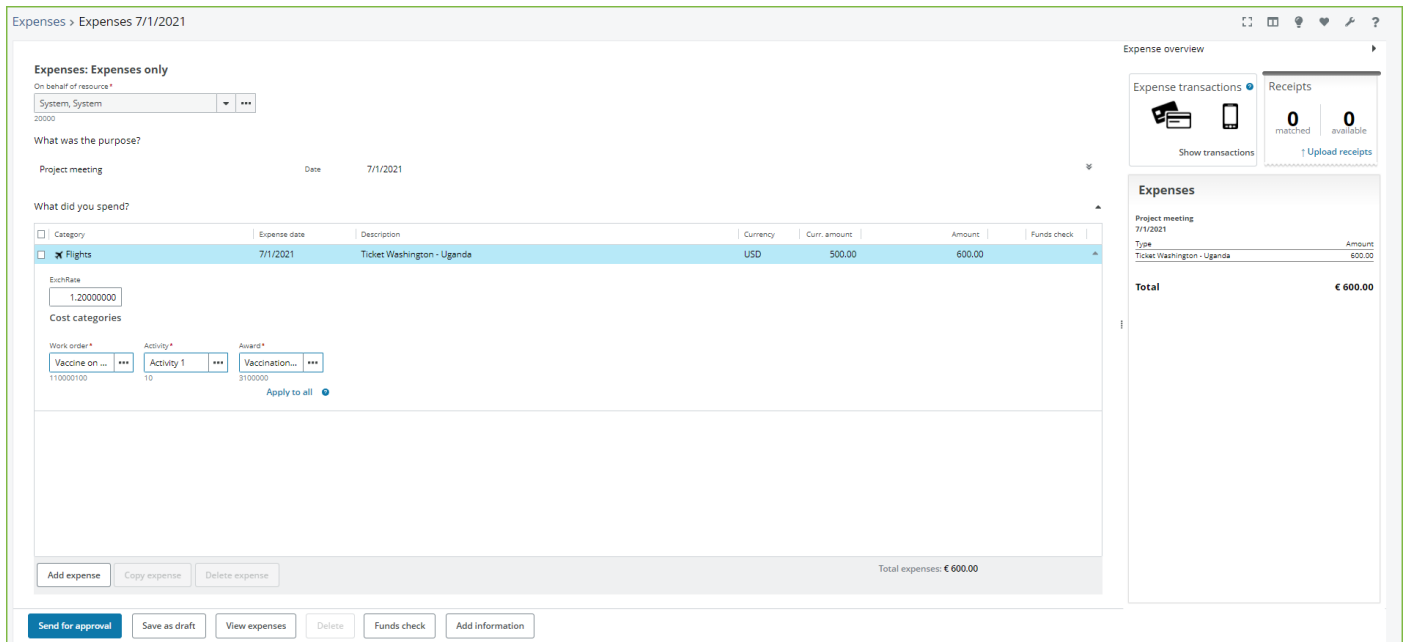


Figure 6 - Expense claim entry

In case the user wants to enter the expense claim manually, the expense claim entry is done line by line by specifying expense type, description, currency and amount. A list of expense types is provided in the solution by default.

Expenses Type	Description
Flights	This expense type allows the submission of any flight fees, whether it is the original airfare purchase or the cost difference to change a flight.
Accommodation	This expense type should be used for any additional fees charged by the hotel, in addition to the nightly room rate and tax.
Meals	This type should be used to classify any meal expenses.
Mileage	This type allows the submission of the number of mileages driven in a personal vehicle - no rental vehicle expenses should be charged to this expense type. * additional mileage expenses types as per local requirement.
Phone costs	This expense type should be used for fees related to cellular phone calls or roaming charges.
Taxi	Taxis to/from airport and/or hotel or hotel to workplace should be connected to this type.
Bank Expenses	Used for the submission of credit card or bank fees for transactions in foreign currency.
Documents	This expense type should be used when a department has requested that travelers include specified information with the expense report, such as contracts or other information.
Medicine	This expense type should be used for vaccinations or any other medical procedure either required or recommended before traveling.

Expenses Type	Description
Train	This expense should be used for any train tickets, such as metro, subway.
Bus	This expense type should be used for bus expenses.
Car Rental	The submission of rental vehicles used for travel must be connected to this expense type.
Parking	This type includes parking at the hotel, airport, or workplace while traveling.
Fuel	Fuel purchased for rental cars.
Toll	Tolls charged when using a personal vehicle or rental car.
Allowances Expenses	This type of expense should be used to submit any other type of expense not previously understood.
Credit Card Expenses	The Credit Card expense type lets employees request elements of their travel to be purchased using a corporate credit card.

Cash Advance

The solution allows a cash advance related to a specific travel request an employee has been assigned to. The cash advance expenses will be subject to an approval process that includes the project and cost center management, depending on who's requesting and the project specifications. The cash advance is posted to the resource supplier's AP control account and is paid out via the regular remittance process. The debit amount pops-up in a new expense claim for the user to match with the occurred expenses. Any balances are posted again to the AP control account of the resource supplier.

Daily Allowance (DSA/Per Diems)

A specific option for Daily Allowances is provided, which automatically calculates and applies Per Diems per travel destination. By entering the country of destination, the start and end date, and the start and end time, the solution automatically calculates the daily allowance in the country's currency using the daily rate populated per country. Additional rules for the calculation of nights, meals, and other extra costs can be optionally added.

Expenses > Travel expense 6/25/2021

Travel expense: Daily Subsistence Allowance
 On behalf of resource*
 System, System

Where did you go?
 United Kingdom

Travel purpose*
 Internal meeting

Start time* 6/25/2021 12:00 am
 End time* 6/30/2021 12:00 am

Cost categories
 Work order* Activity* Award*
 110000100 10 3100000

Meals and allowances

Type	Funds check	Quantity	Rate	Amount
Daily Subsistence Allowance		6.00	48.00	270.00
Total allowance:				€ 270.00

What did you spend?
 Add expense Copy expense Delete expense

Total expenses: € 0.00

Expense overview
 Expense transactions Receipts
 0 matched 0 available
 Show transactions Upload receipts

Travel expenses
 Internal meeting
 United Kingdom 6/25/2021 - 6/30/2021
 Type Amount
 Daily Subsistence Allowance 270.00
Total € 270.00

Buttons: Send for approval Save as draft View expenses Delete Funds check Add information

Figure 7 - Travel expense window

On behalf of expenses

The solution provides team managers or proxy users the option to enter a travel request for their team members / colleagues via an on behalf of function. This additional drop-down list on the top of the expense claim entry screen allows the manager to select one of the team members that is part of the cost center the team manager is responsible for. The submitted expense claim is allocated to the entered resource and is processed through the same workflow process as if it was entered by the team member itself.

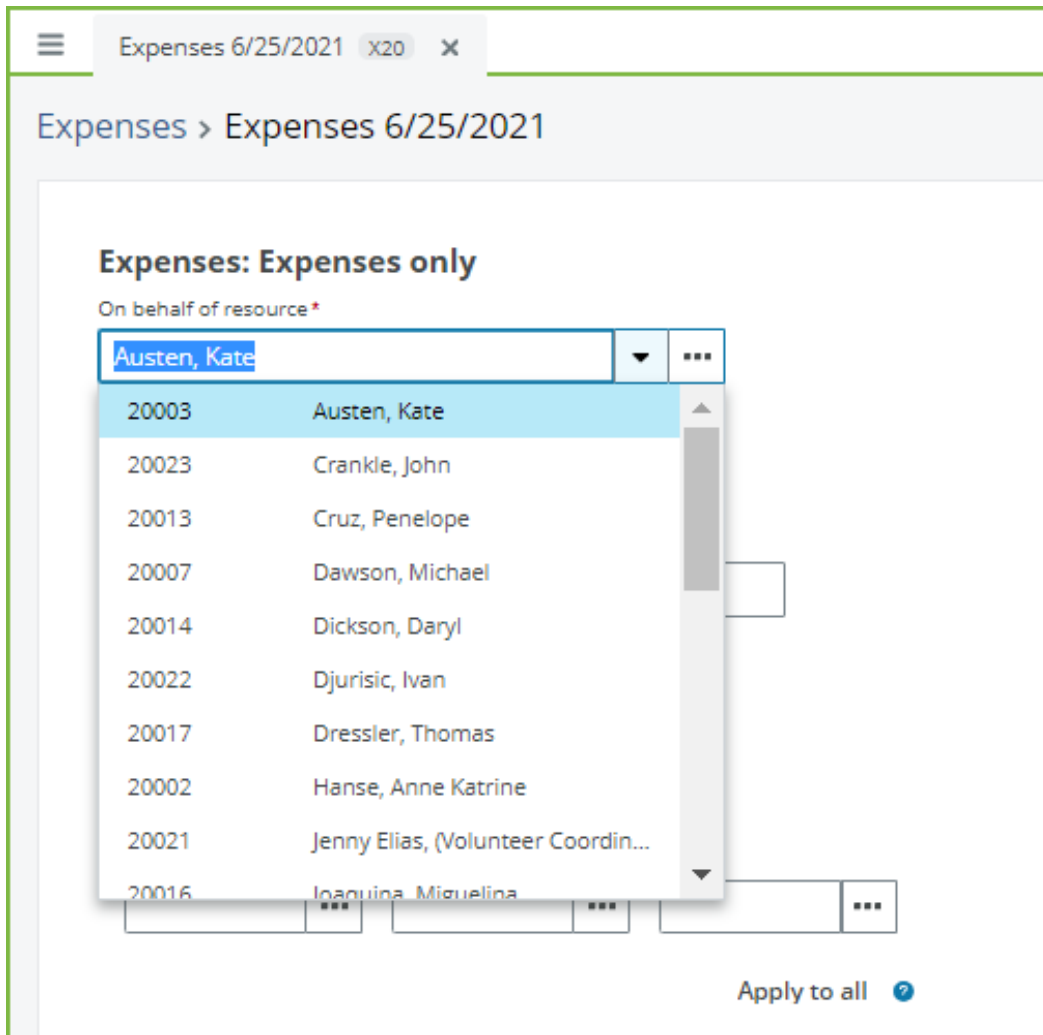


Figure 8 - On behalf of function

Expense claim approval

Expense claims submitted are sent for approval. The process contains separate processes for expense claim approval and cash advance approval. The first step in the process requires approval from the project manager since the travel expenses have been posted against one of their projects. The second approval step is by the finance department to ensure compliance with the expense policy.

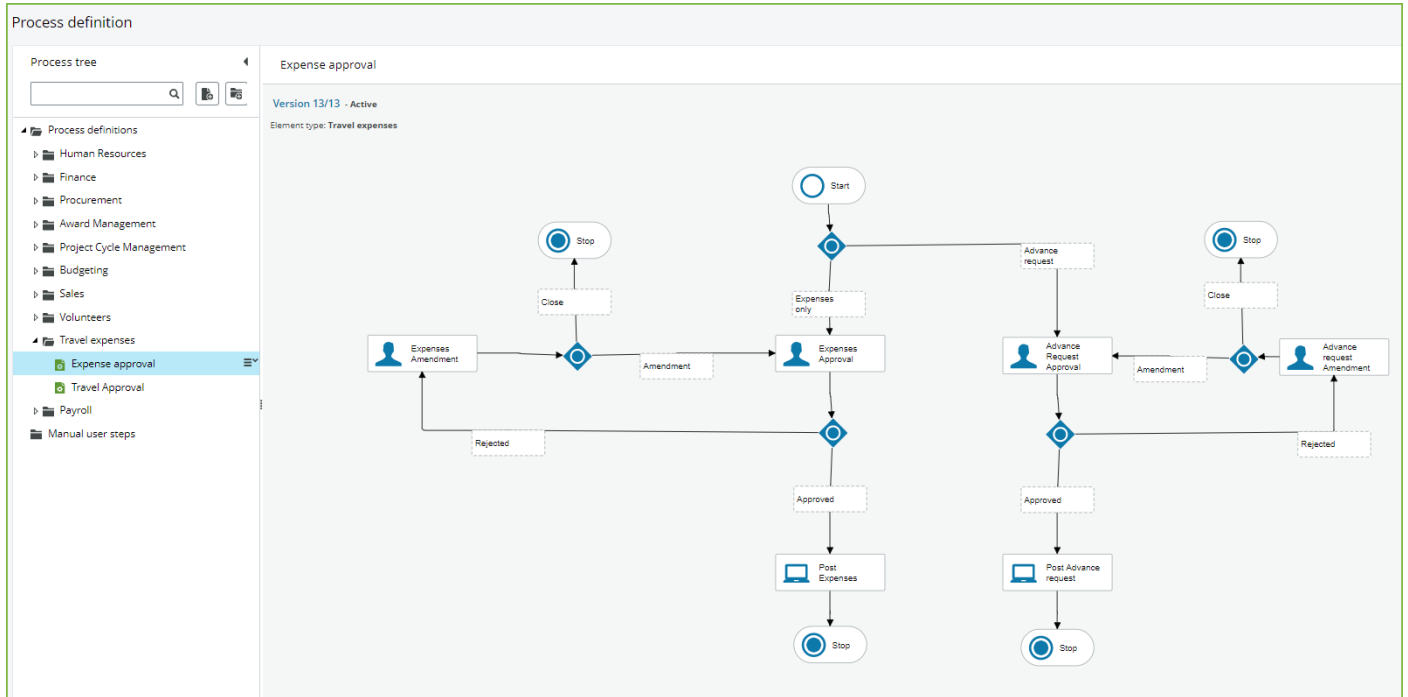


Figure 9 - Expense claim and cash Advance approval process

After an expense is registered and approved, the expense claim is posted automatically for payment. Through the inquiry 'HR: Expenses for posting', you can overview the expenses that are ready for posting.

Expense posting & payment

After approval, the expense claim is automatically posted in the General Ledger and AP sub ledger for payment. An open payable is created on the supplier connected to the employee and the reimbursement is handled through the Supplier payment process.

For further information on this process, please refer to the 'Remittances' chapter of the Finance Workstream Description.

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