



Project Overview Statement

Executive Summary

Project Title: Automate Travel Requests
Project ID: 12
Project Leader: Liz Mendez
Department: Finance
Executive Sponsor: Bill Pennell

PROJECT BUSINESS CASE

Project Overview

Travel requests and reimbursements are currently a manual process. Implement baseline travel system to automate the manual process and investigate the use of imaging to support the process. Changes are required to FCCSC baseline to allow for BCC business practices. Implement an approval process similar to that in purchasing to allow for supervisor approval for travel requests. There are other things that could be done that do not require changes to baseline that could improve the processing of Travel (Web based forms with calculations of certain items, etc.).

Business Goals

Reduction of paperwork. Electronic approval of requests. Faster processing of refunds for out of pocket expenses.

Success Factors

Transform a currently labor intensive and error prone manual process into an automated process containing appropriate internal edits and controls allowing staff to process Travel Requests electronically and reducing errors and processing time.