



## Project Proposal

<b>Project Name:</b> Enhance existing Travel subsystem		<b>Submission Date:</b> 7/31/2008
<b>Submitting School:</b> Broward College	<b>System:</b> Finance	<b>Subsystem:</b> Travel
<b>Project User Sponsor Contact Info:</b> Jayson Iroff	<b>Project Executive Sponsor:</b> CFO (Bill Pennell)	<b>Institutional Rank:</b> 10
<b>When do you expect to implement this project?</b> <input type="checkbox"/> Upon Completion <input type="checkbox"/> With the port <input checked="" type="checkbox"/> At a separate time, outside of the port		
<b>Is this a state or federal mandate?</b> No		
<p><b>Project Description:</b> The baseline FCCSC system includes functionality which allows for the processing of in-state, out-state and county mileage for employees, as well as, a process to handle student travel. The current design includes a web front end process that allows the traveler to submit what we would normally refer to as a TDA which is pre-approval of the trip. The current design also provides a mainframe process (green screen) that would be used by traveler and the Accounts Payable department to process the actual travel reimbursement after the trip has occurred. The current process also will link a travel request to the PCard account that was used to make the travel purchase, bringing the two processes together for better efficiency.</p> <p>It is this mainframe process that needs to be enhanced to become a more user friendly web process. The current mainframe process is very complicated and not easily understood by the users. The mainframe screens attempt to show what was authorized before the trip, what has already been paid in advances or registrations, and what is due to the traveler. This is all occurring on one screen that then becomes too difficult to understand. We are recommending that the entire travel process (approval before the trip and request for reimbursement after the trip) would be entered via the web with mainframe screens supporting the processes.</p>		



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<p><b>Benefits and Goals:</b> BC is in the process of reviewing and amending travel policies and procedures. This is an excellent time to consider implementing a new travel system in attempt to automate and expedite travel procedures. This will benefit all consortium schools as a travel system enhancement moving in the direction of a web based subsystem.</p>	
<p><b>Project Risk:</b> The enhancements being suggested would require consensus by the FCCSC finance user group to ensure that any additionally functionality meets all college requirements. Upon completion of the system enhancements, college-wide training would be required with significant changes in departmental procedures.</p>	
<p><b>Additional Comments and supporting documents:</b> BC is in the process of implementing the Pcard system that is included in the baseline functionality of the ERP system. BC is also in the process of rolling out the use of the Pcard for more travel related expenditures. The timing of this Pcard project in conjunction with the enhancements to the travel system is an opportunity that the college should take advantage of and implement.</p> <p>BC Project - 293</p>	

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<b>Received date</b>	
<b>Received by</b>	
<b>Reviewed date</b>	
<b>Project Number (if approved)</b>	
<b>Submitted to Tech Committee</b>	