

Procurement Transformation

A Finance Forward Initiative

Sr. BA Meeting

May 21, 2025

AP/Disbursements Changes

Feedback on AP / Disbursements Changes

Below is a high-level summary of some of the changes that have been made in the AP/Disbursements part of Procurement Transformation.

More to come on new
ISP/LE processes in
the future!

Any feedback on
the recent
AP/Disbursement
Changes?

● Increasing Limited Engagement Threshold (April 1)

- LE threshold for individual transactions raised from \$1K to \$5K
- New reporting for senior leadership on adherence to LE policy
- Clarification on LE Service types found [here](#)

● Streamlining New Supplier Requests (NSRs) (April 14)

- The NSRs have been merged, streamlined, and edited for clarity
- Automated reminders are sent to invited Suppliers 3x/week for 60 days

● Shifting Payment Terms to Invoice Date (May 5)

- Improves timely payment and reduces need for expedited payment
- Any future request to change Supplier terms will be met with scrutiny
- PO suppliers were communicated to on Tuesday 4/29!

T&E Policy Changes

Reminder: two T&E Policy changes will go live July 1, 2025

Get Spring travel expense reports in now!

1. Expense Report Submission Deadline Move to 60 days

2. University Required Receipt Threshold Will Rise from \$25 to \$75

Receipts will be required, regardless of amount, for the following expense categories: business meals with attendees, hotel/lodging expenses, airfare and airline fees, conference registration fees, rental car expenses, and miscellaneous expenses

Let's talk more about 60 Days!

Expense Report Submission Deadline Move to 60 days

- Effective **July 1, 2025**, the deadline to initially submit expense reports in Concur will be reduced from 182 days to **60 days** due to IRS guidelines
- Expenses submitted *after* 60 days, without an approved exception, will be treated as **taxable income** and may be subject to withholding

Implementation Timeline

- Expense reports submitted for the first time **before** July 1, 2025 will fall under the 182-day policy
- Expense reports submitted for the first time **on or after** July 1, 2025 will fall under the 60-day policy

How is 60 Days Calculated?

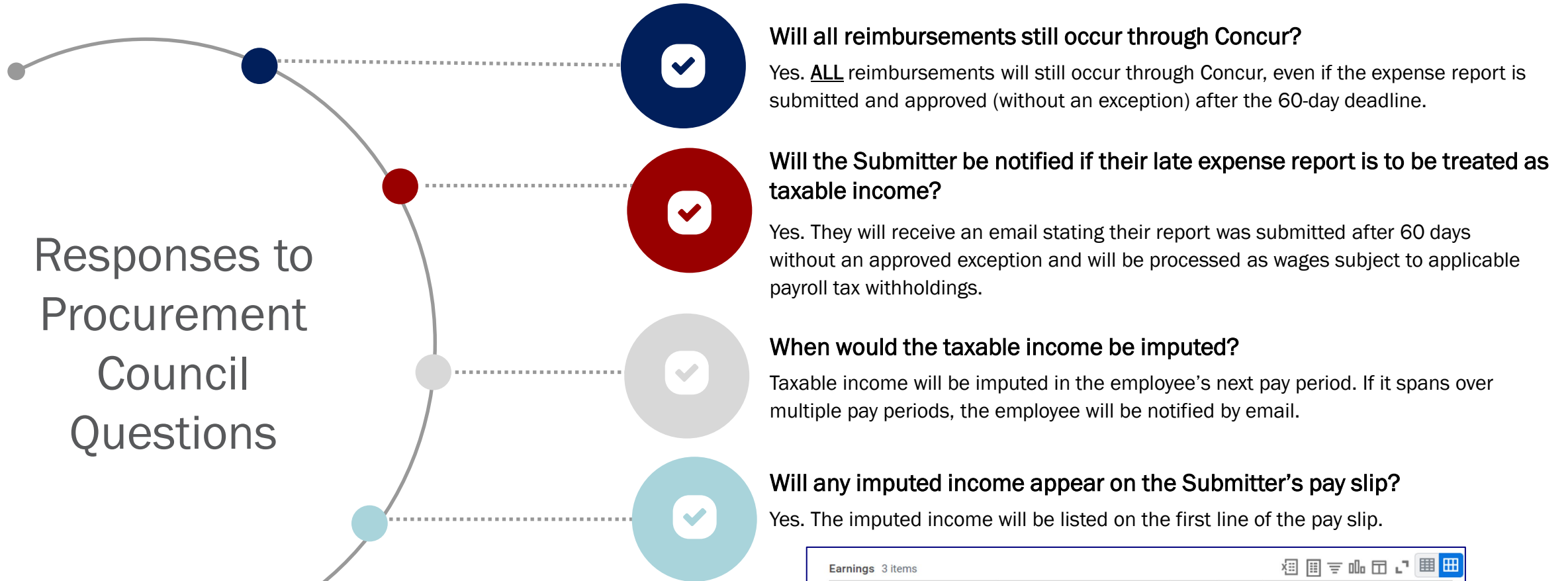
- Submitters will be required to enter **trip begin and trip end dates** on their travel-related expense reports. For travel expenses, the trip end date will be the date from which the 60 days will be measured
- For **non-travel expenses**, the date on which the expense is incurred will be the date from which the 60 days will be measured

Who is Impacted?

- Faculty, Staff, Students, and Guests should submit their expenses within 60 days
- While income can be imputed for Faculty and Staff, there's currently no uniform process to impute income for Guests or Students

Additional Questions on 60-Day Policy

Below are responses to recent questions at the Procurement Council about the expense report submission deadline shift to 60 days.



Imputed income
will appear here
on the pay slip

Earnings 3 items

Description	Dates	Hours	Rate	Amount	YTD
Expense Reimbursement - Non-Accountable Plan	04/28/2025 - 04/30/2025	0.00	0.00	250.00	250.00
Regular Weekly Pay	04/28/2025 - 04/30/2025	20.00	35.00	700.00	14,840.00
				Total: 950.00	15,090.00

Upcoming Communications & Resources

Below categories of communications and resources around this policy change (and other supporting changes in Concur) that you can expect to see before go live on July 1, 2025.

Email Reminders

Email Reminders to administrative staff* will be sent out **4 weeks, 2 weeks, and 2 days** before Go Live on July 1, 2025.

01

Comms to Approvers

Supplemental Approvers will receive targeted communications **two weeks before Go Live** with guidance on procedures, expectations and resources.

02

Campus Forums

The Central team working on Concur will present changes at **FFDT, ABA, Procurement Council**, and any other relevant campus forums in June.

03

BEN Helps Resources

Relevant communications, solution articles, training videos, and updated FAQs will be **posted to BEN Helps**.

04

Announcements

Go live announcements will be posted **within Concur** and on **BEN Helps** and the Procurement **TEM website**.

05

Want to Discuss the Changes Live with the Concur Team?

Join the team at ABA on **June 24** (time TBC) to ask in-depth questions!

* This includes the SRT, Senior BA, ABA, Procurement Council, TAG Admin, and Concur opt in listservs

Appendix



Expense Report Submission Timing



What Will Be Changing?

- Expense report “time-to-submit” window will be moved from 182 to 60 days based on trip end date* for Faculty, Staff, Students, and Guests on July 1, 2025.
- Expense reports *initially* submitted within 60 days are considered compliant, even if they are resubmitted after the deadline due to required re-work or rejection.
- Expense reports *initially* submitted *after* 60 days will be sent to a Supplemental Approver and may either be:
 - Approved due to extenuating circumstances** (with a written justification per policy) by a Supplemental Approver and processed normally;
 - Approved without written justification** of extenuating circumstance and treated as **taxable income**; or
 - Reporting will be provided to Payroll so income can be imputed for Faculty and Staff
 - Currently there's no uniform process to impute income for Guests or Students, but they should still submit within 60 days
 - Rejected** as a reimbursement.

Implementation Timeline

- Expense reports submitted for the first time **before** July 1, 2025 will fall under the 182-day policy. Expense reports submitted for the first time on or after July 1, 2025 will fall under the 60-day policy.



Why Change?

- Ensure compliance with **IRS Publication 463** on timely expenses reporting to uphold financial accountability and avoid potential penalties (especially on grants). Align with peers who are compliant.



What's NOT Changing?

- Reimbursements for expenses will occur the same way as they do today
- Submitters can still be reimbursed for out-of-pocket expenses incurred before the trip begins
 - The University will not require proof-of-travel for “out-of-pocket” expenses in advance of travel
 - This will not impact Grant reporting / effort reporting



Comms /Resources (So Far)

- [Communication](#) to the Admin communities on this change went out in February.
- Faculty was notified via the [Almanac](#) in March and [Faculty Newsletter](#) in April.
- Initial [FAQs](#) were also provided. These will be updated in June.

*For non-travel expenses, the 60-days will be based on transaction date.

Increased T&E Receipt Requirements



What Will Be Changing?

- University required receipt threshold will increase from \$25 to \$75 (with some exceptions) as of July 1, 2025.
- Receipts will be required – regardless of amount – for:
 - Business Meals with Attendees
 - Hotel or Lodging Expenses
 - Airfare & Airline Fees
 - Conference Registration Fees
 - Rental Car
 - Miscellaneous



Why Change?

- Align policy with the U.S. GSA requirements
- Consistent with most peer institutions
- Supports Finance Forward goals of reducing administrative burden for smaller expenses like tolls, workshop fees, rideshare/taxi etc.



What's Not Changing?

- The receipt submission process and documentation requirements for expenses over the receipt threshold remain the same.



Comms & Resources

- [Communication](#) to the Admin communities on this change went out in February.
- Initial [FAQs](#) were disseminated to address questions on the policy.

IMPACT: This change removes the receipt requirement for several thousand expenses lines ranging between \$25 and \$75!