

City of San José

Electronic Travel Management & Cost Savings

Public Safety, Finance and Strategic Support Committee

March 21, 2019

Item # d (4)

Background

- City does not have a uniform means to pre-approve and manage the workflow of employee travel requests and reimbursement processes
- Existing processes are manual and paper intensive
- Online platform for employee travel would result in more efficient travel management and cost savings to the City

History

2013 Audit

The City Auditor recommended that the City implement an electronic travel authorization system to minimize work efforts and facilitate timely approval of travel requests and reimbursements

2017 Audit

The City Auditor performed another travel expense audit and emphasized the need for an electronic travel reimbursement process.

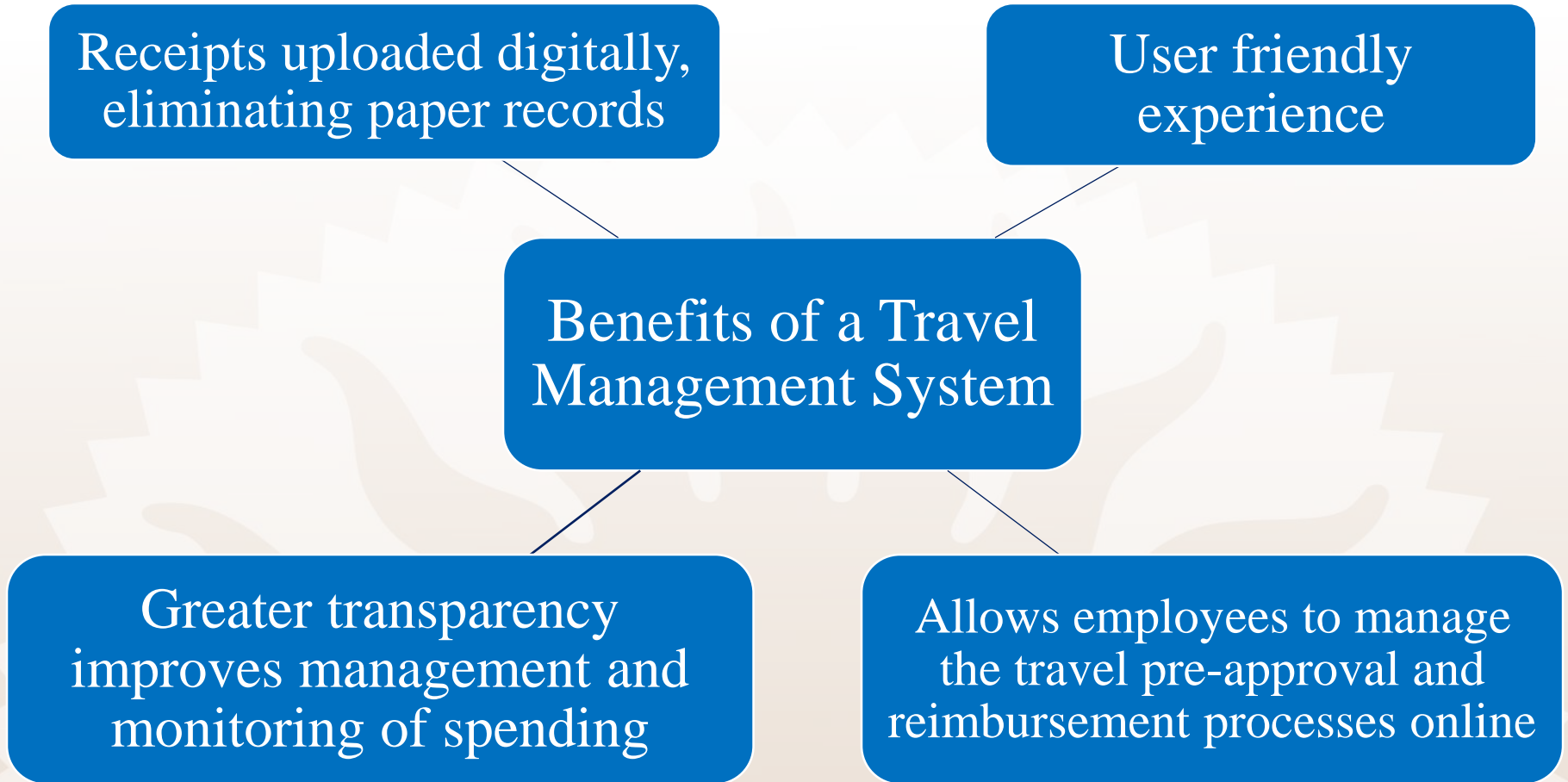
2018 June Budget Message

Through approval of the Mayor's 2018 June Budget Message, the City Council provided direction to the City Manager to explore use of central location for employees to manage and book travel.

Analysis

- Staff agrees with City Auditor recommendations
- Implementing an electronic travel processing portal will create efficiencies throughout the organization.
- Integrated approach will go beyond automating processes and transactions to assist in managing spending.
- Centralized booking system for travel would likely increase administrative costs; organization is best served by focusing on procuring and implementing robust electronic travel processing system.

Benefits



Next Steps

- Finance and Information Technology Departments propose to replace the outdated manual process with a single web portal providing an electronic approval process and consolidation of all expense data
- Solution will support the City's Business Process Automation and Travel Processing & Management goals
- 2019-2020 budget proposal for an electronic travel processing system will be considered for inclusion in the City Manager's Proposed Budget

Recommendation

Accept a report on whether an online platform for employee travel would result in more effective travel management and cost savings and what, if any budgetary resources would be required for implementation