

Expense Module Improvements

The Payment Services team and Ignite Support staff have been working hard to streamline the Expense Report process to improve the employee experience when using the Ignite Expenses Module. The latest changes go into effect for travel occurring on or after Friday, September 1st.

Reduced Expense Templates and Expense Types

- The number of Expense Templates has been reduced to only: Travel and Non-Travel.
- The Travel Expense Types have been reduced from 37 to 20.
 - Refer to the [Expense Template & Type QRG](#) detailing the available Expense Types for each Template. The document also contains a Description of Use for each type and a crosswalk for types no longer in use.
 - A new Expense Type: **Other-Travel** should be used for most expense types that have been removed. Refer to the crosswalk section of the above guide for further details.
 - The Business Meals/Hospitality expense types have been combined into a simplified single expense type.
 - Refer to the [Expense Template & Type FAQ](#) for more information

Improve Communication

- The language for rejected expense reports has been softened to “Returned” instead of “Rejected”. Details for returning the Expense Report are still available in the Auditor Notes section of the email.

Reduced Required Fields

- A description was required on each expense type entered on an expense report, causing duplicative work.
- Descriptions are no longer required for most travel expense types.

Additional training is being offered through the Learning Module. Use this [link](#) to enroll in the course, then select one of the offerings: 9/14 from 11:00-11:30 am. or 9/27 from 1:30-2:00 pm. The same content will be covered, so it is not necessary to attend both.

Questions on the above changes should be forwarded to your Business Officer.