SUNY UNIVERSITY FACULTY SENATE

TO:	SUNY University Faculty Senate
FROM:	Operations Committee
RE:	Resolution to Improve SUNY Reimbursement Processes
DATE:	182nd Plenary, April 11-13, 2019
LOCATION:	SUNY College at Potsdam
RESOLUTION #:	182-05-01
VOTE TALLY:	For: 38; Against: 2; Abstain 1

RATIONALE:

WHEREAS SUNY employees engage in good faith expenditures with their personal monies (e.g., UFS meetings, SUNY meetings, conference travel) which then require reimbursement in order to serve their institutions; and

WHEREAS campuses have different applications of the New York State Travel Manual's policies; and

WHEREAS the current travel reimbursement processes are paper-centric and lack efficiency; and

WHEREAS there is minimal staffing to support the multitudes of travel reimbursement requests in SUNY; and

WHEREAS the current reimbursement process does not include systematic feedback to SUNY employees on alterations to or the status of their reimbursement request; and

WHEREAS the lack of communication about reimbursement requests (e.g., changes to amounts processed, status reports on requests, confirmation of deposits of reimbursements) creates undue challenges to personal and institutional budgets; and

WHEREAS current paper-centric process hinders campus and institutional data mining that could be used to better analyze spending and improve the fiscal health of SUNY:

RESOLUTION:

THEREFORE BE IT RESOLVED that the University Faculty Senate requests the Chancellor direct SUNY System Administration to develop a communication methodology whereby SUNY travelers have an improved reimbursement experience that includes ease of timely submission by employees, notifications of administration changes to amounts being considered for reimbursement, updates on the status of requests, and alerts about the approved amount and anticipated deposit date.

BE IT FURTHER RESOLVED University Faculty Senate asks that the Chancellor direct SUNY System Administration and campus presidents to improve the dissemination of online resources (e.g., SUNY Blue Travel Center, New York State Payroll Portal) and modernize the SUNY travel expense creation and submission process which utilizes available technology to significantly improve the efficiency and visibility of the travel expense report life cycle.