INTRODUCTION TO FLORIDA’S STATEWIDE TRAVEL MANAGEMENT SYSTEM
GETTING STARTED

• System Purpose
• Why create it?
• Who does this system serve?
• Project Organization
• Project Approach
• Training Approach
• Onboarding Approach
• Training Objectives
Project Inception

• Within the 2016 General Appropriations Act, language directed the Executive Office of the Governor to acquire a statewide travel management system.

• EOG directed the Department of Management Services to complete this project, using its expertise of procurement and vendor management.

• The Legislature directed that the system standardize and automate travel management to include travel planning and approval, expense reporting, and reimbursement.
Beneficiaries

- State employees who travel for work and those who prepare travel for others
- Managers and Supervisors who are required to review employee travel
- Auditors and Reporters who track agency wide travel trends
- Agency leaders who want to maintain fiscal responsibility
- General public who want to understand statewide travel trends
Project Organization

- **2016**
  - March 17: HB 5001, which creates the system, signed into law

- **2017**
  - Feb. 21: Contract with vendor executed
  - March 27: System development begins
  - January: System successfully integrated with FLAIR
  - February: Agency training begins

- **2018**
  - March 30: System development complete
  - April 23: System testing completed; system delivered to DFS to begin certification
  - Spring-Fall: System pilot, Final Certification and Go Live
Training Approach

- Select agencies pilot to test training materials and system
- Agency selection of lead trainers
- Train-the-Trainer sessions
- Personalized agency training plan with assistance from system training experts
- Website launch with introductory video, training guide, step-by-step video tutorials
- Train-the-trainer approach with live and recorded webinars, additional trainings available
- System provides in-house chat feature, help items catalog
Training Approach

- **Pilot Agencies**: February 2018
- **Wave 1 Fiscal Training**: March 19-30, 2018
- **Wave 2 Fiscal Training**: April 2-13, 2018
- **Wave 3 Fiscal Training**: April 16-27, 2018
- **Wave 4 Fiscal Training**: May 7-17, 2018
- **Train-the-Trainer Pilot Agencies**: DMS AST, July 17-20, 2018
- **Online Training Videos and Resources Available**: July 2018
Onboarding Approach

• DMS is a pilot agency that began training and user onboarding in June.

• DMS will gather critical feedback and document lessons learned to apply to all other agencies.

• DMS will work with agencies to identify the right timing and schedule for deployment.

• DMS will work with agencies to create individualized agency implementation plans.
Onboarding Approach

Agency Kickoff and Implementation Meetings

Agency Data Load Preparation

Active Directory Configuration

User Loading

Final Agency Configuration

Train-the-Trainer, End User Training

Communications and Implementation Support

Agency Users Active in STMS
Today’s Objectives

• Discuss benefits of using the STMS and introduce the various travel forms and user profiles available within the system.

• Walk through STMS log-in screen, layout of the home screen, and review system navigation and icons in detail.

• Demonstrate how trip information is entered into STMS, including trip form options (Authorization, Advance, Reimbursement, and Reimbursement with General Authorization), Expense Line Items, and Attachments.

• Display STMS home screen navigation and unique views based on the role of the approver. Discuss how to secure trip information, approve through delegation, and generate reports.

• Demonstrate the dynamic approval process.

• Highlight areas for agency-specific training regarding policy/procedure guidance and review agency training implementation and tools.
Questions?
STATEWIDE TRAVEL MANAGEMENT SYSTEM (STMS)
STMS Benefits

- Consistent statewide travel forms are created and maintained in single cloud application
- Streamlined approval process
- E-mail notifications
- Real-time status information
- Detailed reporting
- Pre-populated fields
- Auto-calculation and instant validation on trip forms
STMS Forms

Create New Form → Authorization → Advance → Reimbursement

Reimbursement with General Authorization
Users

• Traveler
  • Most common type
  • Can create and submit travel forms for themselves only

• Preparer
  • Can create travel forms for themselves and others
  • Can submit forms for Proxy Travelers
  • Cannot serve as Approver or Agency Fiscal Auditor
Users - Approvers

• Approver Reviewer
  • Cannot provide final approval for Authorizations for others
  • Cannot provide final approval for Advances and Reimbursements

• Payment Approver
  • Cannot provide final approval for Authorizations for others
  • Can provide final approval for Advances and Reimbursements
Users - Approvers

- Agency Head or Delegate
  - Can provide final approval for Authorizations for others
  - Can provide final approval for Advances and Reimbursements for others

- Self-Approver
  - Can approve their own forms
  - Can provide final approval for Authorizations for others
  - Can provide final approval for Advances and Reimbursements for others
Users

• Fiscal Accountant
  • Audits travel forms and creates transactions for submission to FLAIR
  • Cannot serve as a Preparer or Approver
  • Cannot audit their own travel
  • Not permitted to change amounts when auditing forms
Preparer
- Can prepare on behalf of a Traveler
- Traveler will have to review and submit the trip form

Traveler
- Creates Trip Form
- Submits for Approval

Approver
- Reviews a submitted trip form
- Approves a submitted trip form or forwards it to another Approver

Fiscal Accountants
- Audits an approved Trip Form
- Marks the trip as FLAIR Ready

Statewide Travel Management System
Users

• Agency STMS Administrator
  • Manages agency user set up
  • Cannot create travel
  • System liaison to STMS team
• Enterprise Administrators
  • Supports entire STMS
Users

• **Reporter**
  • Can be at a statewide level or limited within an agency
  • Will have access to the Reports object only

• **Auditor**
  • Can be at a statewide level or limited within an agency
  • Will have read-only access to forms and transactions
## Trip-Related Functions Allowed in STMS

<table>
<thead>
<tr>
<th>Role</th>
<th>Prepare Trip Forms for Someone Else</th>
<th>Create Trip Forms for Themselves</th>
<th>Approve Trip Forms for Someone Else</th>
<th>Serve as a Delegate Approver</th>
<th>Perform Agency Audits for Someone Else’s Trips</th>
<th>Read Only Trips</th>
<th>Read Only Reports</th>
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Roles

- Agency Administrator Role
- Fiscal Accountant Role
- Approvers Roles
- Travelers Roles
Other Features of STMS

• Flags on User profile to ‘secure’ Traveler information
• Flags on travel trip to secure data related to the trip record
• Users working in two agencies must have separate logins which are controlled by each agency independently
• Auditors and Reporters have separate logins than their agency log in for travel