



Robert L. Barchi, President

October 5, 2016

Mr. Kenneth Swalagin  
University Senate  
Rutgers, The State University of New Jersey  
ASB III, Suite 110  
Cook/Douglass Campus

Dear Mr. Swalagin:

I am writing in response to the University Senate's February 2015 report and recommendations on Charge S-1313 - Travel and Business Expense Reimbursement (TABER). I thank the members of the Senate's Faculty and Personnel Affairs Committee for their recommendations and in particular for their efforts in surveying faculty and staff members on their experiences in navigating the TABER process.

As you know, the University is transitioning from a paper-based process to a best-in-class, streamlined, online system for expense management, scheduled to go live on October 10. This cloud-based system will improve the processing of travel and expense reimbursement, reducing the time from submission to reimbursement, enabling mobile app uploading of receipts into the system, and providing better visibility of travel policies. Concurrent with the development of the new system, the Office of University Travel & Card Programs has formed a committee of administrators and staff members to review and suggest modifications to Policy 40.4.1 - Travel, Travel Incidentals, and Meal Expense Policy, for review and approval by the Executive Vice President for Finance and Administration. The committee has been provided with the recommendations from the University Senate as well as the survey results.

The updated policy and process will be available in the near future, and I expect that all who use this system will be pleased with the results as well as the increased ease and speed of reimbursement. I appreciate the attention that the Senate Committee has devoted to this issue, and I look forward to the rollout of a system that will improve the efficiency of processing reimbursements to our faculty and staff members.

Sincerely,

Robert Barchi

c: Barbara A. Lee, Senior Vice President for Academic Affairs  
J. Michael Gower, Executive Vice President for Finance and Administration and  
University Treasurer  
Anne Gutsick, Manager, University Travel & Card Programs