**PRESENT**

- **PROFILE**
  - Application to create
  - Employees profiles pre-created

- **PRE-TRIP AUTHORIZATION**
  - Spreadsheet & signature
  - Automated workflow

- **EXPENSE REPORT**
  - Submitted in a spreadsheet
  - Pre-filled & submitted electronically

- **EXPENSE REPORT**
  - eDocs routed to traveler
  - Traveler submits

- **EXPENSE REPORT**
  - Not all receipts needed
  - All receipts needed (few exceptions)

- **RECEIPTS**
  - Scanned & uploaded to EBS
  - New submission methods including mobile app

- **MEALS & LODGING**
  - Allowances manually calculated
  - Pre-built rates & auto-calculation

- **CURRENCY CONVERSION**
  - Manually calculated
  - Automatic calculation

**FUTURE**

**PROJECT UPDATES**
go.msu.edu/travel-changes