



THE UNIVERSITY of TENNESSEE  
KNOXVILLE, CHATTANOOGA, MARTIN, TULLAHOMA, MEMPHIS

OFFICE OF THE TREASURER

**Travel is Going Paperless**

**Why?**

By doing this, receipts will no longer be routed through campus and in some occasions the US mail, which can take several weeks. If something is missing and the trip is returned to the department, this can add several other days to the reimbursement process. Paperless travel will also save time in auditing these expenses since the audit staff will not have to wait to match the paper documents with the information entered into IRIS. It will be routed together. Cost will also be saved since the paid expense report will not have to be stored or retrieved. All information will be stored in IRIS.

**How?**

All travel receipts will now be scanned and attached to the travel transaction in IRIS. The steps for doing this are:

1. Enter expenses
2. Save **but do not submit to workflow**
3. Print off expense report and get it signed by the traveler
4. Take expense report and receipts (tape any small receipts to a larger sheet of paper) and scan
5. Attach the scanned document to the expense report in IRIS (in the TRIP transaction)
6. Save and submit to workflow. **DO NOT SEND ORIGINALS TO TREASURER'S OFFICE!**
7. File the original paper copies in your department for one year

Training instructions for attaching the document to the expense report in IRIS are located under the travel imaging folder at: <http://rwd.tennessee.edu/nav/travel/index.htm>

Please review this training and even do the test before trying to do this live. Most of our copiers have the ability to scan but if you need to purchase a scanner, it is recommended that you purchase one with at least 300 DPI. This process is just for travel. Registrations and T-6s are still a paper process and nothing has changed with them.

Your scanned travel requests will be routed to the front of the line so please give this a try and let us know if you run into problems or have any suggestions for improving this.

**Help?**

Helpful hints so far are:

- Do not hit submit until all supporting documents have been scanned.
- Number your receipts and your pages that are being scanned.
- Scan receipts in the order that they appear on the expense report.
- Rename the scanned document on your computer so that you locate it. Such as Mark-Phoenix-Jan11.
- If something is rejected, you will need to rescan everything and include as another attachment. You will not have authorization to delete the first scanned document in IRIS.
- Attached scanned documents can only be deleted if the expense report has not been submitted to workflow and must be done by the Accounts Payable supervisor.

Please go forth and scan and let's see what happens. The best way to learn is by doing but the travel staff will be glad to meet if necessary. They can be reached at 865-974-3086.