



North Carolina Department of Health and Human Services
Office of the Controller

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Governor

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Ambassador (Ret.)
Secretary DHHS

Laketha M. Miller
Controller

January 14, 2013

Memorandum #2013-07

TO: Division/ Institution Directors
Division/ Institution Budget Officers

FROM: Laketha M. Miller *Laketha M. Miller*

SUBJECT: OSC Automated Travel and Reimbursement Form Webinars

The purpose of this memo is to notify you of the upcoming webinars scheduled for the Automated Travel and Reimbursement Form. This automation will allow for the electronic processing of travel reimbursement requests. The Office of the State Controller (OSC) has taken the lead on this initiative and will cover the costs associated with the automation and processing of the travel and reimbursement form.

A few selected agencies have been participating in a four-month internal trial of converting OSC's paper travel and reimbursement forms to this electronic process. A review of their efforts has concluded that the automated workflow was twice as fast in each of the approval steps and the time to process the travel and reimbursement form was cut in half.

Several webinars have been scheduled for agencies to participate in efforts to ensure that all agencies are using the automated travel and reimbursement form by the end of this fiscal year. Webinar participants will see a demonstration of the process, learn how to make modifications, receive information on the project's timeline, and have an opportunity for a Q & A session.

The schedule for the webinars is as follows: (You will only need to participate in one webinar.)

- January 15th – 3:00 to 4:00 pm
- January 23rd – 2:00 to 3:00 pm
- February 5th – 10:30 to 11:30 am
- February 13th – 9:00 to 10:00 am

Webinar Location Information

- Computer connection for webinar at <https://its.ncgovconnect.com/automation/>
- The call-in number is (712) 432-0075, Participant access code: 240863

www.ncdhhs.gov • www.ncdhhs.gov/control
Tel 919-855-3700 • Fax 919-733-2604

Location: Spruill Annex, 1050 Umstead Drive • Raleigh, NC 27603
Mailing Address: 2019 Mail Service Center • Raleigh, NC 27699-2019
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Who Should Attend

- Scheduled webinars are informational sessions and should be attended by people at your division/institution who are responsible for the Travel Reimbursement process. More detailed end-user training sessions will be held after the informational webinars.

If you have any questions or concerns, please don't hesitate to contact your respective General Accounting/Financial Management Branch Head within the DHHS Office of the Controller.

Attachments

cc: Aldona Wos, M.D.
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DHHS Controller's Office Section Chiefs