

REQUEST FOR PROPOSALS "RFP" PS20200549

PROVISION OF TRAVEL AGENCY SERVICES AND A TRAVEL & EXPENSES MANAGEMENT
SOLUTION

QUESTIONS & ANSWERS NO. 3

ISSUED ON September 11, 2020

Q1	<p>Regarding Travel & Expenses Management:</p> <ul style="list-style-type: none"> a. REQ-1: Please provide an example of the City's GL structure, showing each segment definition (i.e. cost center, expense code, etc.). Are the lists (data fields for Order, Network, and WBS) maintained in SAP, or in another system? b. REQ-4: With this ability for employees to override approvers, what determines where the expense report goes for approval prior to routing to finance? c. REQ-11: Transactions charged to a member's credit card can be re-assigned to another member - what is the purpose of this? Is the purpose for action/editing and completion, or is it only for spend distribution reporting (e.g. who the expense pertained to)? d. REQ-21: How and from what system is the TCV# currently generated?
A1	<ul style="list-style-type: none"> a. There are 3 GL's used for travel and training: 536035 (Travel - Operational Activities); 536040 (Travel & Training); and 536045 (Travel & Training - Mandatory). The lists are maintained in SAP. b. It depends on who the budget manager is, or if someone is acting on behalf of an absent approving manager. c. It is for spend distribution reporting. d. Currently, the TCV log is maintained by a staff member from each respective area/department, via a spreadsheet format.