

# TRV - Travel & Business Expense Payment Processor

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## **Purpose/Definition**

Within Travel (TRV), the Travel & Business Expense Payment Processor role is responsible for travel advance and expense report processing of employee and non-employee reimbursements.

## **Mapping Guidance**

This role must be mapped to positions within Accounts Payable Shared Services.

## **Mapping Rules**

Positions that receive this role CANNOT be mapped with following role(s):

- None

Positions that receive this role MUST be mapped with following role(s):

- AP - Display

## **Responsibilities**

- Adjust expense reports as a result of audit findings.
- Audit documentation for expense reports.
- Communicate with traveler for clarifications or missing receipts.
- Receive/ post incoming payments for return of funds for unused advances.

## **Tools**

- Intranet/Internet
- SAP Business Suite

## **Knowledge and Skills**

The following knowledge and skills are required prior to SAP End User Training:

- Read and write English sufficiently to complete the SAP Transactions.
- Use a PC or MAC and its operating system and browser to access a website on the Hopkins intranet.

Knowledge of:

- Reimbursement processing, including workflow and exceptions management.

Required knowledge and skills can be obtained from established training programs in JHU and JHHS.

NOTE: The HopkinsOne Project will provide SAP End User Training that includes training on:

- How to perform SAP transactions.
- How SAP transactions relate to the business process.
- How SAP transactions relate to the system as a whole.