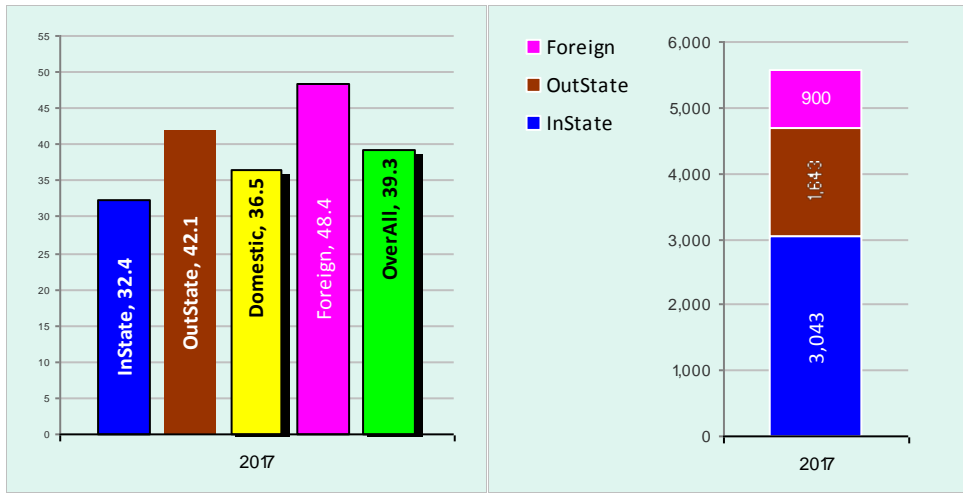


About iTravel and Expense Reporting

Travel related expense reporting are submitted by the traveler or a coordinator on behalf of the traveler. Every traveler has to approve his/her travel expenses and make sure all documentations are filed and attached to a trip expenses claim. The expense claim goes through an approval process starting with the traveler and ending with the accounting office. Days in the Travel Coordinator queue begin with trip end date and end when the Travel Coordinator submits the expense report to the Traveler plus any additional days in the Travel Coordinators queue when a trip is returned.

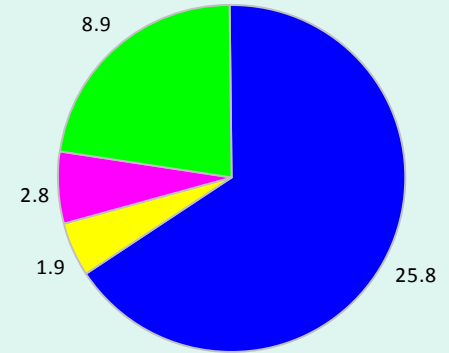
Fiscal Year 2017 Data from 07/01 - 12/31/2016

Domestic Trips vs Foreign Trips



Campus Wide Average Processing Days

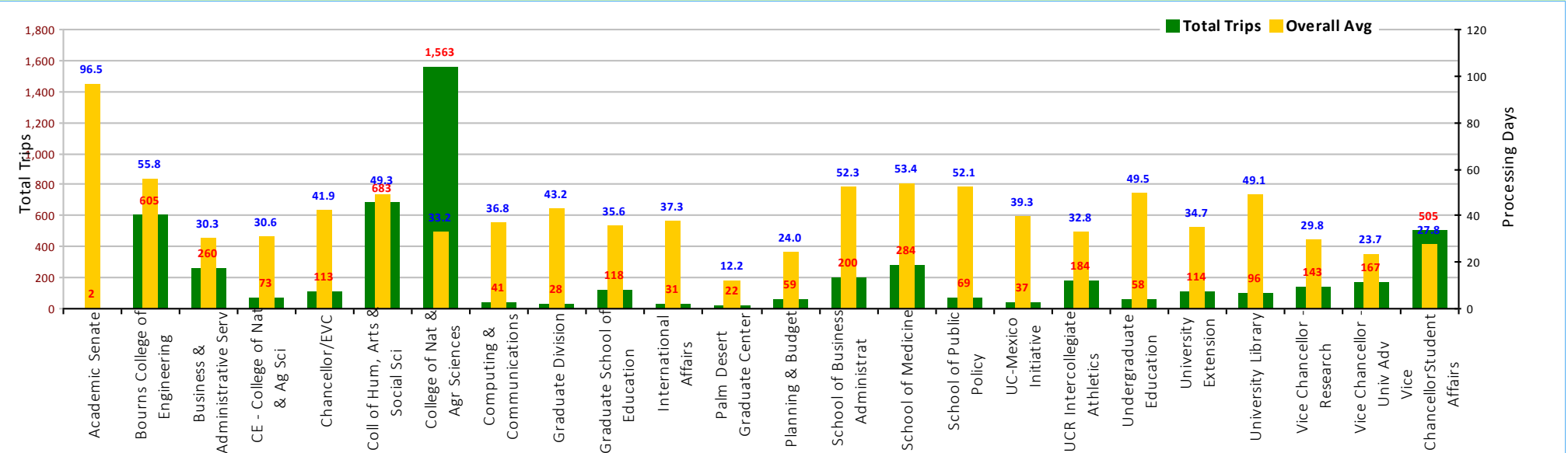
Fiscal Year	2017
Total Transactions / Trips	5,455
Processing Stage	Avg Days
Coordinator Review	25.8
Traveler Approval	1.9
Final Department Approval	2.8
Department Processing Avg	30.5
Accounting Approval	8.9
Overall Processing Average	39.3



Orgs with Lowest Average Processing Time

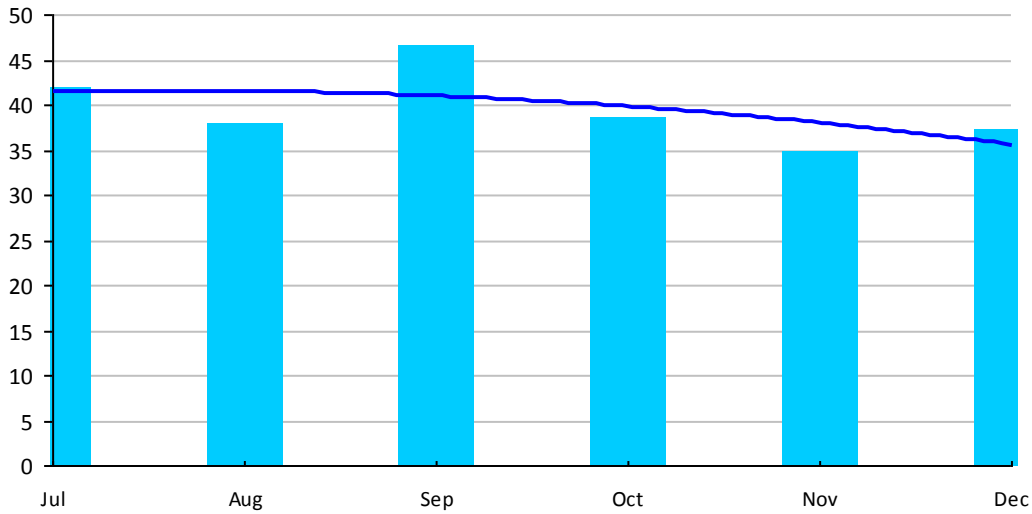
ORG Description	Trips	Avg Days
Palm Desert Graduate Center	22	12.2
Vice Chancellor - Univ Adv	167	23.7
Planning & Budget	59	24.0

Average Processing Time by Org

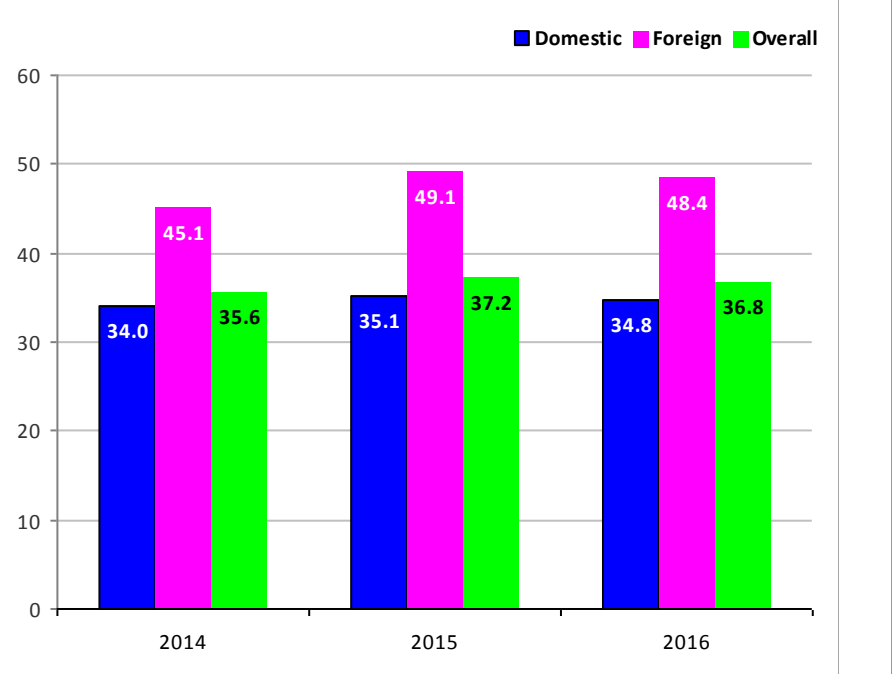


Fiscal Year - 2017 Monthly Average Processing Time

July	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Mon.Avg
42.1	38.0	46.8	38.6	34.9	37.3							39.6

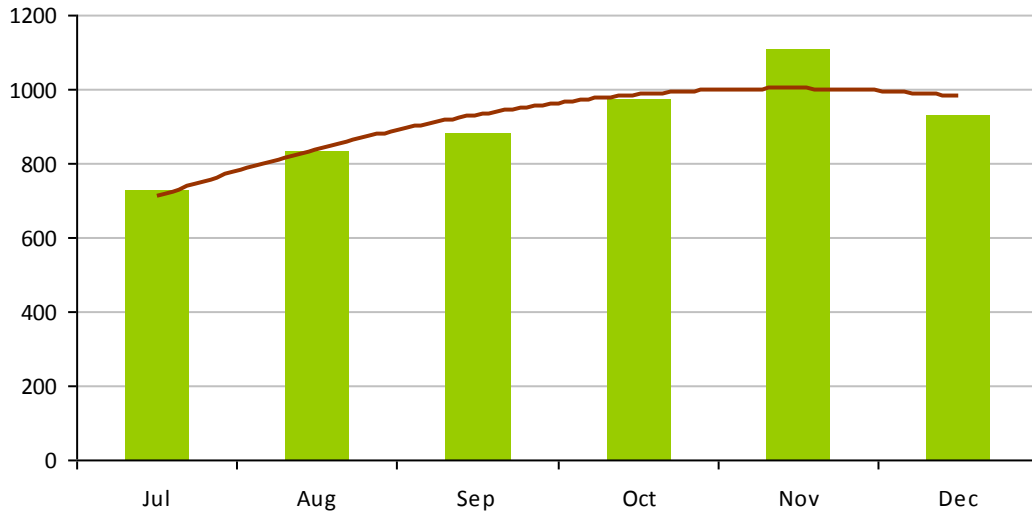


Prior 3-Fiscal Years Average Processing Time by Domestic vs Foreign

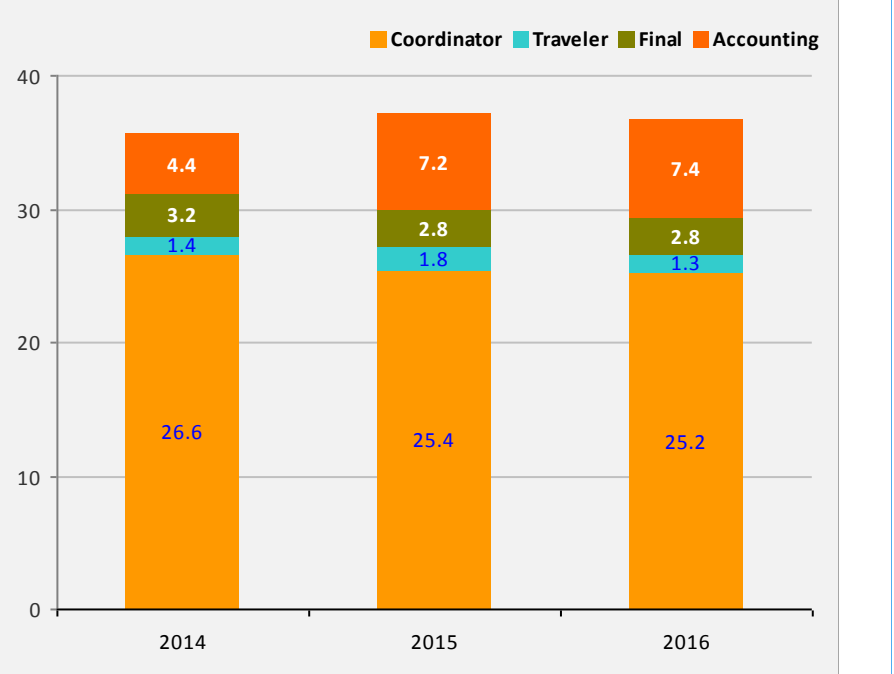


Fiscal Year - 2017 Monthly Transactions

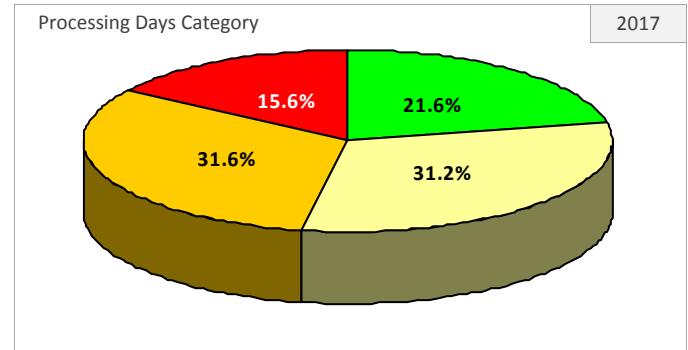
July	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Mon.Avg	Trips
732	834	880	973	1,108	928							909	5,455



Prior 3-Fiscal Years Average Processing Time by Workflow Roles

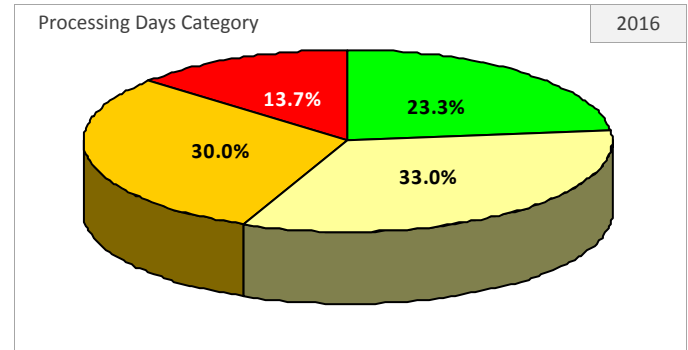


Fiscal Year	2017		As Of Date		12/31/2016
Processing Days Category	Trips	PCT of Total	ORG Avg	Accounting Avg	Overall Avg
15 Days (0 - 15)	1,178	21.6%	7.9	0.5	8.4
30 Days (16 - 30)	1,700	31.2%	14.2	9.1	23.3
60 Days (31 - 60)	1,725	31.6%	29.5	12.0	41.6
60+ Days (Over 60)	852	15.6%	96.2	13.5	109.7
Overall	5,455	100%	30.5	8.9	39.3



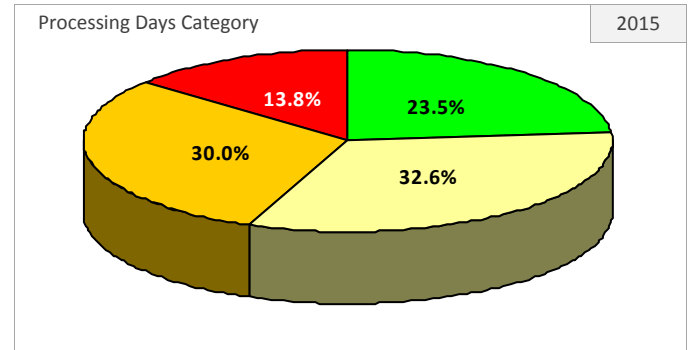
ORG ID	ORG Description	Total Trips				SubTotal	Avg Processing Time
		15 Days	30 Days	60 Days	60 + Days		
ORG18	Academic Senate	1	0	0	1	2	96.5
ORG11	Bourns College of Engineering	74	143	190	198	605	55.8
ORG39	Business & Administrative Serv	73	109	58	20	260	30.3
ORG414	CE - College of Nat & Ag Sci	21	35	8	9	73	30.6
ORG20	Chancellor/EVC	17	37	34	25	113	41.9
ORG12	Coll of Hum, Arts & Social Sci	95	157	266	165	683	49.3
ORG14	College of Nat & Agr Sciences	407	471	502	183	1563	33.2
ORG21	Computing & Communications	10	12	18	1	41	36.8
ORG22	Graduate Division	3	8	7	10	28	43.2
ORG10	Graduate School of Education	9	41	58	10	118	35.6
ORG32	International Affairs	5	5	18	3	31	37.3
ORG35	Palm Desert Graduate Center	16	4	2	0	22	12.2
ORG17	Planning & Budget	25	18	14	2	59	24.0
ORG13	School of Business Administrat	45	59	59	37	200	52.3
ORG40	School of Medicine	47	93	84	60	284	53.4
ORG37	School of Public Policy	7	19	29	14	69	52.1
ORG520	UC-Mexico Initiative	3	10	18	6	37	39.3
ORG38	UCR Intercollegiate Athletics	35	58	73	18	184	32.8
ORG36	Undergraduate Education	11	15	20	12	58	49.5
ORG15	University Extension	17	37	48	12	114	34.7
ORG16	University Library	18	33	24	21	96	49.1
ORG24	Vice Chancellor - Research	28	55	50	10	143	29.8
ORG26	Vice Chancellor - Univ Adv	62	66	32	7	167	23.7
ORG25	Vice ChancellorStudent Affairs	149	215	113	28	505	27.8

Fiscal Year	2016		As Of Date		6/30/2016
Processing Days Category	Trips	PCT of Total	ORG Avg	Accounting Avg	Overall Avg
15 Days (0 - 15)	2,726	23.3%	7.6	1.3	8.8
30 Days (16 - 30)	3,856	33.0%	15.1	7.7	22.8
60 Days (31 - 60)	3,497	30.0%	31.9	10.3	42.2
60+ Days (Over 60)	1,597	13.7%	95.4	10.9	106.3
Overall	11,676	100%	29.4	7.4	36.8



ORG ID	ORG Description	Total Trips				SubTotal	Avg Processing Time
		15 Days	30 Days	60 Days	60 + Days		
ORG18	Academic Senate	6	9	6	1	22	25.7
ORG11	Bourns College of Engineering	154	298	463	334	1249	52.2
ORG39	Business & Administrative Serv	252	251	108	31	642	23.8
ORG414	CE - College of Nat & Ag Sci	61	63	22	31	177	35.6
ORG20	Chancellor/EVC	81	85	78	59	303	39.9
ORG12	Coll of Hum, Arts & Social Sci	241	480	599	332	1652	45.3
ORG14	College of Nat & Agr Sciences	808	1052	999	382	3241	33.8
ORG21	Computing & Communications	56	36	14	2	108	19.2
ORG22	Graduate Division	23	29	14	6	72	30.2
ORG10	Graduate School of Education	30	109	102	24	265	33.8
ORG32	International Affairs	10	20	7	0	37	23.2
ORG35	Palm Desert Graduate Center	40	6	2	2	50	17.3
ORG17	Planning & Budget	36	43	19	12	110	29.5
ORG13	School of Business Administrat	93	118	83	20	314	28.0
ORG40	School of Medicine	51	144	180	120	495	50.7
ORG37	School of Public Policy	34	39	66	39	178	43.5
ORG530	UC MEXUS	0	1	2	0	3	38.3
ORG520	UC-Mexico Initiative	4	13	23	15	55	56.4
ORG38	UCR Intercollegiate Athletics	141	181	115	22	459	25.7
ORG36	Undergraduate Education	13	39	34	24	110	41.3
ORG15	University Extension	56	110	88	61	315	53.1
ORG16	University Library	35	50	43	9	137	30.4
ORG24	Vice Chancellor - Research	64	83	60	18	225	29.8
ORG26	Vice Chancellor - Univ Adv	144	174	80	11	409	23.1
ORG25	Vice Chancellor Student Affairs	293	423	290	42	1048	27.8

Fiscal Year	2015		As Of Date		6/30/2015
Processing Days Category	Trips	PCT of Total	ORG Avg	Accounting Avg	Overall Avg
15 Days (0 - 15)	2,543	23.5%	7.2	1.8	9.0
30 Days (16 - 30)	3,533	32.6%	15.2	7.5	22.7
60 Days (31 - 60)	3,252	30.0%	33.1	9.4	42.5
60+ Days (Over 60)	1,498	13.8%	96.5	11.0	107.5
Overall	10,826	100%	29.9	7.2	37.2



ORG ID	ORG Description	Total Trips				SubTotal	Avg Processing Time
		15 Days	30 Days	60 Days	60 + Days		
ORG18	Academic Senate	8	4	8	2	22	30.2
ORG11	Bourns College of Engineering	152	297	386	264	1099	47.7
ORG39	Business & Administrative Serv	247	192	103	43	585	33.5
ORG414	CE - College of Nat & Ag Sci	53	64	56	23	196	31.4
ORG20	Chancellor/EVC	95	100	102	30	327	33.7
ORG12	Coll of Hum, Arts & Social Sci	243	451	588	335	1617	47.1
ORG14	College of Nat & Agr Sciences	731	950	971	433	3085	36.9
ORG21	Computing & Communications	22	37	17	2	78	24.9
ORG22	Graduate Division	4	10	18	18	50	52.7
ORG10	Graduate School of Education	28	112	120	18	278	33.3
ORG32	International Affairs	3	3	3	0	9	23.4
ORG35	Palm Desert Graduate Center	29	11	0	0	40	11.2
ORG17	Planning & Budget	11	32	17	4	64	27.5
ORG13	School of Business Administrat	86	118	67	39	310	31.1
ORG40	School of Medicine	60	100	157	86	403	46.0
ORG37	School of Public Policy	21	42	36	25	124	47.8
ORG530	UC MEXUS	0	1	0	0	1	27.0
ORG38	UCR Intercollegiate Athletics	164	160	70	21	415	23.5
ORG36	Undergraduate Education	17	30	38	23	108	44.3
ORG15	University Extension	31	59	78	33	201	41.5
ORG16	University Library	54	60	27	15	156	31.1
ORG24	Vice Chancellor - Research	66	110	65	15	256	28.0
ORG26	Vice Chancellor - Univ Adv	164	162	64	10	400	20.7
ORG25	Vice ChancellorStudent Affairs	254	428	261	59	1002	29.0