Emergency Callout Meal Expense Payments

Description
Travel expense reimbursements can be paid using a SAMII payment voucher expense (PVE) document, one per employee. After entry by a financial services employee, each PVE document must be individually reviewed and approved by a second financial services employee. After researching other methods to improve this process, the Northwest District implemented a new, more efficient method. Instead of entering individual SAMII documents for each employee, one SAMII document per organization can be used. The multiple vendor payment voucher (MP) SAMII document contains the coding line at the top, then all the employees and reimbursement amounts are listed below. The total at the top of an MP document can be compared to the manually calculated total of the “Emergency CallOut Crew Meal Expenses” form, which helps to ensure the accuracy of the total being paid. Once the MP document is entered and approved, SAMII automatically creates individual payment vouchers to pay each employee.

Benefit
Implementing the new process simplifies work and saves time staff time. Since implementation, the Northwest District has processed 47 MP documents, which replaced entering 474 individual PVE documents. The NW District shared this practice with MoDOT districts statewide. The Kansas City District implemented the process last year and St. Louis has requested information to begin implementing the improved process.

Materials and Labor
There are no labor hours or costs involved.

For More Information Contact:
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Additional photos or videos can be seen by accessing the Innovations Challenge SharePoint page at: http://sharepoint/systemdelivery/TP/Documents/InnovationsChallenge.aspx