

UW HEALTH JOB DESCRIPTION

TRAVEL AND EXPENSE SPECIALIST

Job Code: 310016	FLSA Status: Non-Exempt	Mgt. Approval: H. Brahm	Date: 7.2018
Department: Administration		HR Approval: A. King	Date: 7.2018

JOB SUMMARY

Oversees the day-to-day administration of the company's travel and business expense reimbursement program across UW Health and its affiliates. Responsibilities include ongoing education of employees, enforcement of policy, management of travel and expense systems, and analysis of travel spend data to aid strategic policy design and procedural decisions with Senior Leadership. Serves as the company's primary contact with both travel and expense reimbursement vendors regarding contractual compliance as well as liaison between UW Health executives and the travel vendors.

MAJOR RESPONSIBILITIES

- Manage Travel & Expense (T&E) system including Audit Rules as well as administrative and maintenance tasks
- Maintain users in the T&E system, working in collaboration with the corporate credit card program
- Final authority for all expense reporting submissions ensuring company policies and procedures are followed while making expense report audit decisions
- Responsible for Internal and External communication regarding travel
- Identify credit card payment delays and alerting users as needed
- Internal expert on the usage of the Travel & Expense system functionality
- Train new employees and conduct ongoing internal training on all the T&E processes and policies
- Serve as the main point of contact for all travel, expense and travel credit card questions
- Partner with appropriate departments and personnel to revise and update travel policy as needed
- Troubleshoot system and user access issues
- Work cross functionally with and support all departments/divisions throughout the organization on travel initiatives.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School diploma or equivalent
	Preferred	Associate's Degree in Business Administration or related field
Work Experience	Minimum	1 year of experience in an administrative support role, accounts payable, or other related field
	Preferred	3 years of experience in an administrative support function. Previous experience in a health care setting, travel and expense processing or accounts payable.
Licenses & Certifications	Minimum	None required
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Verbal and written communication skills. Ability to interact with a wide range of constituencies. • Ability to manage high volume of interactions with employees and vendors (via phone, email, in person, etc.) • Ability to successfully interact with program stakeholders (external vendors and regional, divisional, and executive leadership). • Excellent problem solving and research skills; and ability to deliver resolution and findings timely and clearly to impacted users. • Ability to adapt to rapidly changing priorities and manage deadlines and deliverables. • Proficient knowledge of travel industry operations, IRS travel/fringe benefit guidelines, the expense reimbursement tool, and general understanding of overall travel and reimbursement procedures. • Skill in the use of computers and related software applications. • Ability to collaborate with IT and vendors regarding T&E system design, maintenance and functionality. • Ability to travel to provide training/support to various locations.

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AGE SPECIFIC COMPETENCY (Clinical jobs only)				
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.				
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,				
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)	
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)	
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)	
	School Age (6 – 12 years)		Older Adult (Over 65 years)	
JOB FUNCTIONS				
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.				
PHYSICAL REQUIREMENTS				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
	Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.