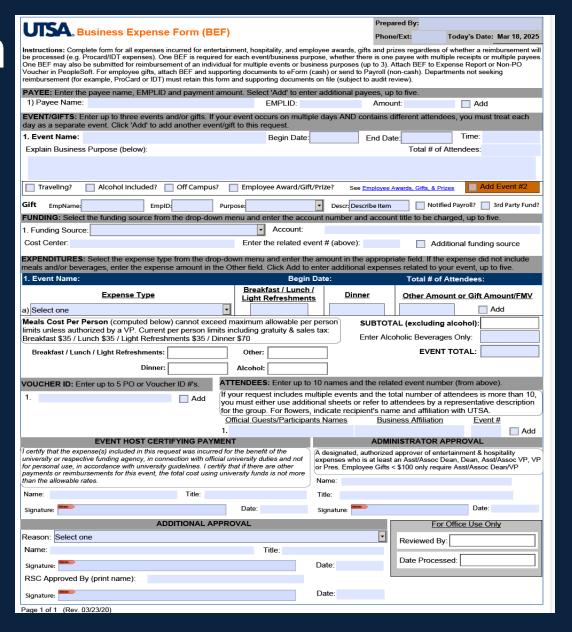


# Business Expense Form (BEF) Process Improvement

Champion Team: Alyssa Favila-Herrera, Juan Ortiz, Jim Cox, and John Strubelt

## Business Expense Form (BEF)

- Acknowledgement of Feedback
- Commitment to Improvement
- Key Improvements
- Employee Involvement
- Timeline and Updates
- Support and Training



## Business Entertainment & Hospitality Request (BEHR)

- Introduction to the New Form
- Refreshed form purpose and approval process
- User-Friendly Design
- Enhanced Security
- Efficiency and Waste Reduction
- Minimize Confusion

#### Pilot Group

- Introduction to the Pilot Group
- Cross-campus representation
- Comprehensive Feedback
- Organizational Depth and Breadth
- Commitment to campus feedback

#### **BEHR Form Demo**



### Pilot Group

Name	Title	Department
Amy Fritz	Admin Operations Officer	Financial Affairs
Chelsea Vietri	Business Administrator	Academic Affairs Provost
Eddie Alvarez	Business Service Center Manager	College of Business
Emily Witter	Admin Associate II	Financial Affairs
Erecelia Neaves	DTS Specialist III	Disbursements Travel Services
Iris Montoya	BSC Specialist III	Business Affairs
James Gellido	BSC Specialist II	Student Success
Justin Marmolejo	Asst Director	Research Sponsored Projects
Kirsten Wilsey	Asst Dean Fiscal Administration	Klesse College Engineering
Lara Goldman	BSC Specialist I	Athletics
Mike Findeisen	Asst Dean	College of Science
Patty Cerda-Arguijo	Director Fiscal Admin	Student Union
Teresa Vela	DTS Specialist III	Disbursements Travel Services

#### Form Improvement Process

- Feedback
- Review and Adjustments
- Final Feedback

#### Next Steps After the Pilot

- Analyse Feedback
- Implement Changes
- Final Review
- Training
- Roll out new form
- Ongoing Support



**Business Affairs** 

