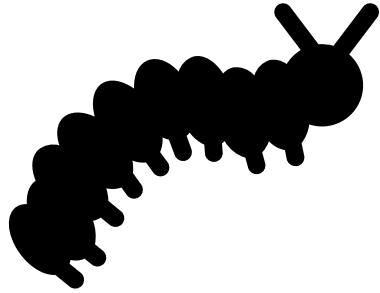


Business Entertainment and Hospitality Request (BEHR) Form

Debra Villanueva

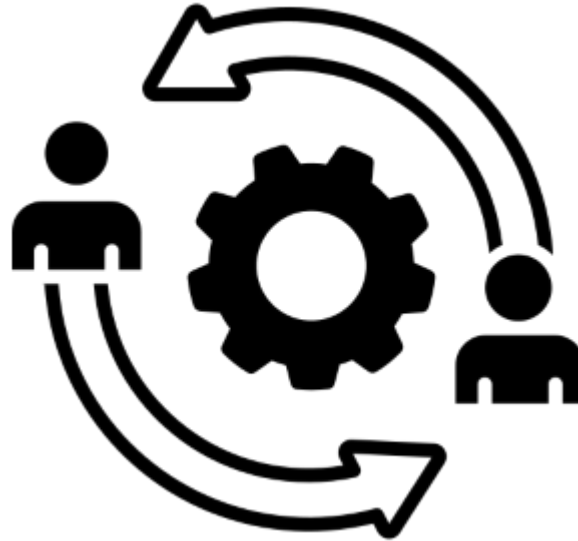
Senior Business Operations Manager

What's Happening?



BEF

BEHR



Cultural Shift

Why the pre-approval?

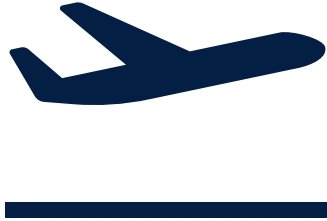
- BEHR is the only way to pre-approve hospitality expenses
- Submitting BEHR after the event makes the “approval” moot
- Complex rules, regulations and funding restrictions
- Need to ensure legitimate business purpose and cost effectiveness – higher risk transactions

*Approvers must be diligent in understanding university processes and guidelines before approving.



Think of It Like This

Travel = TA before the trip



Hospitality = BEHR before the event



Pre-Approval is Key



Role of Approvers in Pre-Approval

- First line of defense against non-compliance
- Must understand processes, funding restrictions and guidelines before approving
- DTS review occurs after the event/payment
 - Issues are harder to fix at that stage
- Diligence helps to ensure compliance, legitimacy and cost effectiveness upfront

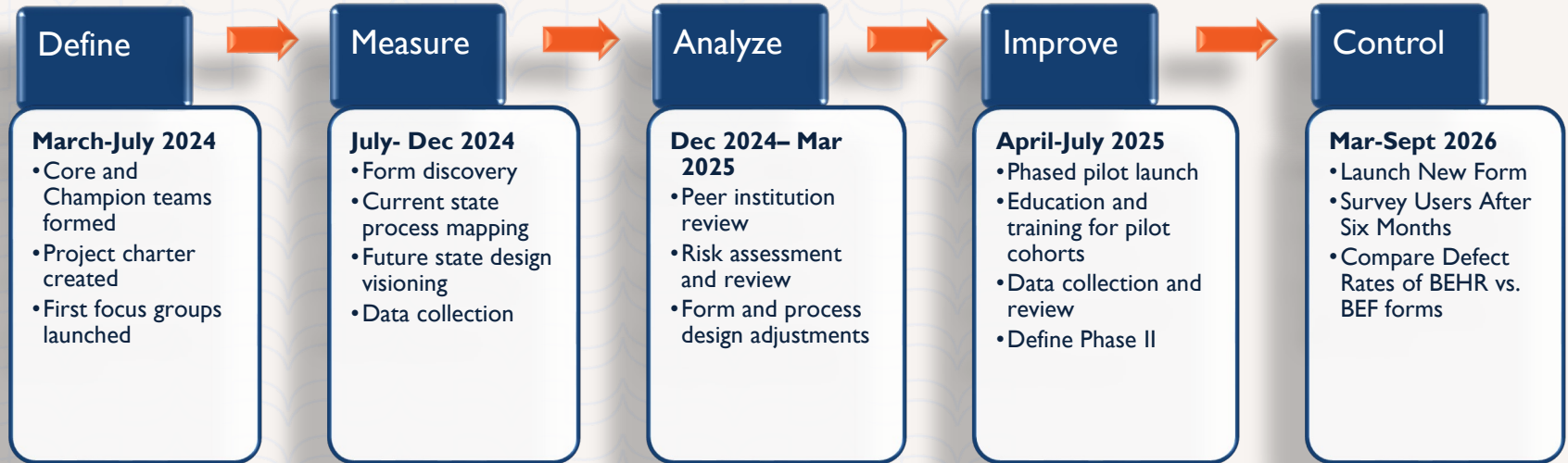


Exceptions: Impromptu Business Meals



Timeline

STRATEGIC STEPS TOWARD CULTURAL AND PROCESS CHANGE



BEHR Form Demo

63% fewer fields
compared to the BEF!

Champion Team

Name	Department
Alyssa Favila	Disbursements & Travel Services
Juan Ortiz	Business Affairs BSC
Jim Cox	College of Business
Jim Strubelt	College of Science
Debra Villanueva	Core Team Representative

Pilot Group Members

Department	Member
Klesse College of Engineering BSC	Kirsten Wilsey
Financial Affairs	Amy Fritz
College of Science BSC	Mike Findeisen
Athletics	Joel Allen
Student Success	Zinthia Garza
Events, Conferences, Camps EEC	Gregory Frieden
Business Affairs BSC	Juan Ortiz
College of Business BSC	Eddie Alvarez

Questions?