



Expense Management

CURRENT STATE

Some agencies complete expense reports by paper and others utilize Travel Express.

FUTURE STATE

Agencies will use Luma Expense Management (XM) to enter expenses for reimbursement. These expenses are reviewed and approved in XM, providing visibility and transparency of report statuses.



CURRENT STATE

Complying with travel and expense policy requires manual diligence during the submission and review process.

FUTURE STATE

Luma will have built in logic, including warnings and policy checks, to support all users in remaining compliant with statewide policies.

BENEFITS

- ★ Luma will increase compliance with policies built-in, including notifications and help messages on specific documentation required for specific expenses.
- ★ Luma's XM will integrate Google Maps to assist with vehicle mileage calculations.
- ★ Luma will offer visibility into the process by displaying the status and level of current approval.
- ★ Luma will support attachments, notes, or comments to be attached to expenditures.