

Exhibit 1: High-Level Travel Process Requirements

This section outlines the **high-level travel process requirements** requested from Suppliers as part of the Travel System **Request for Information (RFI)**. Since this is not an RFP, detailed documentation is **not required** at this stage. Responders should provide concise descriptions of travel system processes.

- Travel pre-approval process
- Travel reservation requests
- Online reservations
- Expense reimbursement requests
- Conference attendance tracking and approvals
- Travel and conference audit functions
- Travel analytics
- Interface with individual third-party reservation system and credit card company
- Mobile platform for travelers

The Supplier's system would also provide the following capabilities.

- Multiple expense types
- Workflow approval determination
- Employee and non-employee expense reimbursement
- Reporting functionality
- Provide flexible, scalable, resilient, and sustainable infrastructure environment to improve the delivery and responsiveness of core travel services.
- Support the configuration and implementation of effective, efficient, and user-friendly applications that best meet the Company's functional and business requirements in managing travel processes.
- Simplify processes by eliminating unnecessary paperwork, reviews, approvals, and duplication of effort.
- Provides easily accessible and comprehensive reporting/querying functionality including the ability for the Company personnel to produce their own reporting and analytics.
- Provide intuitive interface which guides users through data entry screens according to business or government requirements
- Utilize a standard, mobile platform for all expense types
- Ensure appropriate financial entries are posted per expense type
- Reduce manual tasks associated with request entry, approval, and subsequent audit review