

**Sole Source
Written Determination**

Agency Identification: H090 – The Citadel

Description of the agency need that this procurement fulfills: *(See instructions on last page for guidance)*

The Citadel requires an institution-wide travel, expense, invoice processing, and card reconciliation management solution that supports travel authorization, expense reimbursement, receipt management, invoice intake and workflow, purchasing card reconciliation, approval routing, compliance review, audit documentation, reporting, and financial posting. The solution must support efficient, auditable processing of travel, expense, invoice, and card-related activity and must be compatible with The Citadel's existing ERP environment.

The Citadel uses Ellucian Banner as its enterprise ERP and system of record for finance-related activity. Travel, expense, invoice, and card reconciliation transactions affect accounting, employee reimbursement, vendor payment, budgetary review, compliance monitoring, reporting, and audit documentation. Accordingly, the agency requires a solution that is designed to operate within the Ellucian Banner environment and support integration with Banner finance processes.

The purpose of this procurement is to maintain a Banner-compatible platform that supports institutional travel and reimbursement operations, invoice processing, and card reconciliation while preserving reliable integration with The Citadel's existing Ellucian ERP environment.

Describe the Market Based on Research Performed: *(See instructions on last page for guidance)*

The market for travel, expense, invoice processing, and card reconciliation software includes multiple commercially available cloud-based solutions that provide expense report submission, receipt capture, approval workflow, travel authorization, invoice intake and routing, purchasing card or credit card reconciliation, reimbursement processing, policy compliance controls, and reporting. Vendors in this market include SAP Concur, Emburse, Workday Expenses, Oracle Expenses, and other standalone or ERP-specific travel, expense, invoice, and spend management providers. Although several vendors offer the required functionality, the available products differ significantly in ERP compatibility, implementation model, higher education focus, integration approach, support model, and total cost of ownership. Some solutions are designed primarily for use with a specific ERP ecosystem, while others operate as standalone systems that require separate integration development, testing, support, and maintenance.

The Citadel's specifications were developed based on the agency's operational requirement for a solution that supports higher education travel, expense, invoice, and card reconciliation workflows and is compatible with Ellucian Banner. Required functionality includes travel pre-approval, expense report submission, electronic receipt/document retention, invoice processing, card transaction reconciliation, configurable approval routing, policy compliance review, audit trails, reporting, and integration with finance processes. Market research indicates that Ellucian offers Ellucian Travel and Expense Management powered by Emburse as its travel and expense management solution for higher education institutions using Ellucian systems. The Emburse platform also supports related invoice and card reconciliation functionality, allowing institutions to manage multiple financial workflow processes through a coordinated spend management environment. This solution is positioned within Ellucian's finance product environment and is designed to support travel, expense, invoice, and payment-related automation.

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Other vendors identified in the market may provide general expense, invoice, or card reconciliation functionality; however, they were not identified as Ellucian's preferred solution and do not provide the same Ellucian-supported alignment with Banner finance processes. For The Citadel, ERP compatibility is a material requirement because Banner is the institution's financial system of record. A solution that is not aligned with Ellucian Banner would require The Citadel to rely on a separate third-party integration strategy outside of Ellucian's preferred environment.

The product will be obtained through Ellucian, the vendor identified on this determination. The procurement will provide continued subscription access, support, maintenance, updates, and related services for Ellucian Travel and Expense Management powered by Emburse, including related invoice processing and card reconciliation functionality as applicable under the agreement. Delivery will remain cloud-based. Implementation, support, training, service-level, and performance terms will be governed by the applicable agreement.

Sole Source Vendor Name: Ellucian Company L.P. / Ellucian Travel and Expense Management powered by Emburse

Based upon the following determination, Agency proposes to acquire the supplies, construction, information technology, and/or services described herein from the vendor named above per SC Code Ann § 11-35-1560 and SC Regulation 19-445.2105, Sole Source Procurement.

Description of supplies, construction, information technology, and/or services vendor will provide under the contract: *(See instructions on last page for guidance.)*

The vendor will provide Ellucian Travel and Expense Management powered by Emburse, a cloud-based travel, expense, invoice processing, and card reconciliation management solution for higher education institutions. The solution supports electronic travel authorization, expense report preparation and submission, receipt capture and document retention, invoice intake and processing, card transaction reconciliation, approval workflow routing, policy compliance review, audit trail maintenance, reporting, and integration with finance processes.

The vendor will provide subscription access, maintenance, technical support, updates, and related services necessary for The Citadel to operate the platform. The solution will allow employees to submit travel requests and expense reports electronically, attach supporting documentation, route transactions for approval based on configured workflows, process invoices through electronic review and approval workflows, reconcile card transactions, and provide Financial Services staff with visibility into travel, reimbursement, invoice, and card reconciliation activity. The contract period will cover July 1, 2026, to June 30, 2029.

Explain why the described solution is the only solution that meets the agency's need and how no other identified solutions were sufficient. *(See instructions on last page for guidance)*

Ellucian Travel and Expense Management powered by Emburse is the only identified solution that meets The Citadel's specific need for a travel, expense, invoice processing, and card reconciliation platform that is aligned with Ellucian Banner, The Citadel's enterprise ERP and financial system of record. The Citadel's need is not limited to generic expense report submission. The agency requires a solution that supports the broader institutional spend management lifecycle, including travel authorization, employee reimbursement, invoice workflow, card reconciliation, documentation retention, approval routing, compliance review, reporting, and financial posting, while operating

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within the Ellucian Banner finance environment. These transactions directly affect accounting, employee reimbursement, vendor payment, budgetary review, reporting, and audit documentation. Therefore, the solution must support reliable interaction with Banner finance processes and must be appropriate for a higher education institution operating on Ellucian's ERP platform.

Ellucian Travel and Expense Management powered by Emburse is uniquely positioned to meet this need because it is Ellucian's preferred travel and expense management solution for institutions using Ellucian systems and is supported by Emburse functionality that also addresses related invoice processing and card reconciliation needs. The solution is offered through Ellucian and is designed to support financial workflow automation within the Ellucian higher education finance environment. This creates a materially different operational and technical fit than a standalone expense, invoice, or card reconciliation system, or a product designed primarily for another ERP ecosystem.

The Banner alignment is essential to The Citadel's agency need. Banner is the system of record for finance-related transactions, and travel, expense, invoice, and card reconciliation data must flow accurately into the institution's accounting, reimbursement, vendor payment, budgetary, and reporting processes. Using Ellucian's preferred solution reduces the risk of disconnected systems, duplicative data entry, inconsistent financial information, manual reconciliation, integration failure, and inefficient financial processing.

The solution also supports higher education-specific business processes, including travel pre-approval, configurable approval routing, expense report submission, invoice review and approval, card reconciliation, electronic receipt and document retention, compliance review, audit trails, and reporting. These capabilities are necessary to support institutional policy compliance, state travel requirements, vendor payment controls, card program oversight, audit readiness, and efficient Financial Services operations.

Based on the agency's market research, no other identified solution provides the same combination of Ellucian-preferred vendor status, Banner alignment, higher education focus, travel and expense functionality, invoice processing functionality, card reconciliation functionality, and supported integration with The Citadel's existing ERP environment. For these reasons, Ellucian Travel and Expense Management powered by Emburse is the only practicable solution that meets The Citadel's operational, technical, compliance, and financial system requirements.

Right to Protest: If you are aggrieved in connection with the intended award of this project you may be entitled to protest, but only as provided in Section 11-35-420 (1) South Carolina Code of Laws. Any intent to protest or actual protest must be submitted in writing to the Chief Procurement Officer, Materials Management Office:

(a) via email to protest-mmo@mmo.sc.gov or

(b) via USPS or any other carrier to 1201 Main St., Suite 600, Columbia, SC 29201

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Note: Determination is not complete without required signatures and dates

Required Signatures:

Prepared by: *Abigail Hatch*

Date: 6/9/2026

Printed Name: Abigail Hatch

Title: AVP for Finance & Business

Approved by: *Preethi Saint*

Approval Date: 6/9/2026

Printed Name: Preethi Saint

Title: VP for Finance & Business

The last page contains instructions and is not required to be retained.