From: Travel on behalf of Tipton, Emily Lynnette
To: TRAVEL@LISTSERV.UTK.EDU
Subject: CLARIFICATION: Travel Update | February 2022 | Upcoming Training, Recent Changes, Learn More
Date: Friday, February 18, 2022 1:13:31 PM

Please see the clarifying information below in reference to the use of UT Travel Cards item under the Recent Change section.

When evaluating the use of a UT Travel Card, be advised that business meals must adhere to University policy FI0715 Entertainment, Group Arranged Events, Food and Housing Purchases for UT Sponsored Conferences and Seminars.

If you have any question or would like further explanation of this Travel Card usage, please contact the UT Travel Team.

UT Travel Team
University of Tennessee
travel@tennessee.edu

From: Travel <TRAVEL@LISTSERV.UTK.EDU> **On Behalf Of** Tipton, Emily Lynnette
Sent: Wednesday, February 16, 2022 9:24 AM
To: TRAVEL@LISTSERV.UTK.EDU
Subject: Travel Update | February 2022 | Upcoming Training, Recent Changes, Learn More

Thank you for your interest in joining the UT Travel listserv to receive information regarding travel policy, the Concur platform and training opportunities. As we look forward to a new year, the UT Travel team is excited to share recent and upcoming improvements to the platform.

What's new.
Join the Travel Team Wednesdays at 2 pm est for Open Q&A sessions. Bring your questions or travel submission issues to this open agenda session facilitated by members of the UT travel team. Register in K@TE to receive details on joining the Zoom-delivered session.

Mark your calendars for the Winter 2022 travel training series set for the week of March 21. This series will see core training topics for Request and Expense repackaged into scenario-based sessions. Scenarios will focus on specific travel types with most condensed to a one-hour format. Topics will include Traveling for the University, In-state Travel, Out-of-State Travel and Preparing for Conference Travel as well as timely topics addressing cancellations tips from the processing team. See the attached flyer for details and register in K@TE.

What should I know.
Due to the high volume of travel in the Knoxville-area, expense report processing time may increase beyond the standard 5-10 business days once the report reaches the processing

(audit) team. Below are resources to ensure your submission moves promptly through the approval process.

- Reduce out-of-pocket expenses by requesting a UT travel card. Travel card charges automatically populate to the cardholder's Concur profile.
- Mitigate lodging alerts and unexpected returns by using the appropriate exception to policy status or correct your lodging expense details.
- Track the approval status by monitoring the Report Timeline or Audit Trail.
- When a report is returned, review the comments provided and address any issues or provide supplemental information before resubmitting. Need assistance in applying corrections, contact the UT Travel Team at travel@tennessee.edu.

Recent Changes.

Since launching in November 2020, the development team has continued to refine the Concur platform to meet traveler's needs. Below are notable updates that have been applied.

- As of January 1, 2022, the state mileage reimbursement rate increased from $0.47 per mile to the IRS standard rate of $0.585 per mile. Per UT FI0705 – Travel policy, this change impacts employees using a personally owned automobile for business travel.
- Also, as of January 1, 2022, Concur no longer supports the Internet Explorer (IE 11) web browser. Please switch to a Concur supported browser (Google Chrome, Mozilla Firefox, Microsoft Edge, Apple Safari).
- **Permitted use of the UT Travel Card to cover local meals for entertainment or planned group meal purchases by a cardholder when not in travel status. See university policy FI0531 – Travel Cards for additional details.**
- Added 'Centrally Held (Travel) Card' trip business purpose and 'Lodging Central Card' expense type.
- Changed the 'Conference/External Training' trip business purpose to ''Conference' and updated the 'Meeting/Collaboration' trip business purpose to 'Meeting/Collaboration/External Training.' This updated removed the conference lodging rate field on non-conference training events.
- Concur has improved the process of linking an approved request to travel when creating a new expense report by adding a request look up link to the top of the report header.
- Improved the process for identifying Concur cost object approvers using the updated IRIS eform ZSEDEPTAUTH000.
- Removed the $10 minimum report submission amount and the receipt requirement for the 'International Transactions' expense type.

How can I learn more.

A comprehensive listing of all training and support offerings is available in the Travel FAQ knowledge base available at travelFAQ.tennessee.edu under How can I learn more about using Concur for UT Travel. This resource includes links to recorded sessions, information about upcoming training and a printable UT Travel Learning Opportunities document that provides a topic breakdown for the K@TE-based curriculum.

If you have questions about the listserv or need assistance using the Concur platform, please contact the travel team.

UT Travel Team
University of Tennessee
travel@tennessee.edu

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