

Tipton, Emily Lynnette

From: Travel <TRAVEL@LISTSERV.UTK.EDU> on behalf of Tipton, Emily Lynnette <00000961e51a2eff-dmarc-request@LISTSERV.UTK.EDU>
Sent: Monday, June 12, 2023 2:47 PM
To: TRAVEL@LISTSERV.UTK.EDU
Subject: Travel Update | June 2023: Car Rental ID Requirement, Lodging Error Resolution, Fiscal Yearend Deadlines, Training Reminder

As we approach summer and look forward to the holiday weekend, many of us are thinking about making travel plans. As a reminder, the Concur Travel module is available to UT employees for both business and personal travel. So, as you explore bookings for a vacation or weekend getaway, be sure to check the Concur Travel module as personal bookings receive many of the benefits travelers for the university receive. See the [Booking Travel with World Travel Service and Concur FAQ](#) for details on using the system.

Updates and Reminders:

- **UT ID Required for Enterprise/National Car Rentals**
Travelers are now required to present their university ID when picking up Enterprise or National car rentals when traveling for university business. Rentals not validated by providing proof of university employment will be denied. This rental agency driven change addresses fraudulent rentals made by non-university individuals.
- **Lodging Itemization Error Resolved**
The previous error preventing the use of recurring lodging itemization has been addressed. Travelers and delegates no longer need to use the single day itemization workaround to complete a lodging expense line item.
- **Fiscal Year-end Planning**
Expense reports for trips ending June 30, 2023, or earlier must be in the '[approved and in accounting review](#)' status by close of business on July 6, 2023, to be posted to the fiscal year 2023.
- **Summer Training Series Starts June 20**
Registration for the [Summer Training Series](#) is available under the [Concur Topics](#) area of the K@TE learning management system. Sessions will focus on the new aspects of FI0705 – Travel [policy](#) and [procedures](#), and how it is reflected in Concur.
- **Recent Concur Changes**
As part of Concur's continuous improvement philosophy, the following updates have or will be applied this month.
 - Approvers and processors will receive an automatic prompt to complete a survey providing feedback directly to Concur. This is a great opportunity to influence change.

- Available Receipts can be viewed and added directly within an active report. Look for the ‘View Available Receipts’ link below the Submit Report button.

The screenshot displays a Concur report interface. At the top, it shows the report title 'New Feature \$0.00' and status 'Not Submitted | Report Number: QRFKMB'. Below this are navigation options like 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A main action bar includes 'Add Expense', 'More Actions', and 'Move to'. A table lists receipt details with columns for Alerts, Receipt, Payment Type, Expense Type, Vendor Details, and Date. One receipt is shown as 'Out-of-Pocket' for 'Documentation Only' on '06/08/2023'. To the right, the 'Available Receipts' section contains an 'Upload New Receipt' button and two uploaded files: 'Mileage-Log-Form.pdf' and 'Mileage-Log-Fc'.

- **Is Concur Down? Is My Issue a Known Issue?**

As UT Travel Team continues to address Concur platform outages or impaired functionality, we will be leveraging multiple outlets to keep you, delegates and travelers informed. This includes adding a Known Issues section to the Company Notes area in Concur that also links to the [System Status](#) page pinned at the top of the FAQ articles. This area will list any known issue and the recommended workaround. In case of a complete outage, information is also posted on the [UTSA Travel page](#) and distributed via the [UT Travel listserv](#).

- **Just-In-Time Training Resources**

Visit the [Travel Training and Support](#) article to browse recordings on introductory topics such as requesting a travel card, reconciling a centrally held travel card and managing guest travelers. For those just getting started, look for the titles with a red asterisk (*) noting our ‘start here’ recommendations. See the attached Learning Opportunities document outlining all available materials by topic area or visit the [Travel FAQ](#) knowledge base to search for specific topics.

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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<https://listserv.utk.edu/cgi-bin/wa?SUBED1=TRAVEL&A=1>