From:	Travel on behalf of Tipton, Emily Lynnette
To:	TRAVEL@LISTSERV.UTK.EDU
Subject:	Travel Update | June/July 2022: Fiscal Year-end, Mileage Rate Change, July Training Series, Unsubmitted Travel Card Transactions, Concur Issues
Date:	Tuesday, July 5, 2022 12:50:44 PM
Attachments:	image012.pnq UT Travel - Training Opportunities - Summer 2022.pdf

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Hello Summer! Bring on the hot dogs, fruit salad, and iced coffees while you submit an expense report for recent travel and make plans for the next trip. Below are details on recent changes for the new fiscal year, training opportunities, dealing with Concur issues and new support resources. Also, if you have travel or Concur tips that you would like to share, send them to travel@tennessee.edu.

Updates and Reminders.

- **Fiscal Year-end Travel Submissions**
  Expense reports for trips ending June 30, 2022, or earlier must be in the 'approved and in accounting review' status by close of business on July 6, 2022 (TOMORROW), to be posted to the fiscal year 2022. Track your expense report by visiting the report, select the Report Details drop-down menu and click Audit Trail. The last entry, often made by Concur System indicates the date the report reached the processing queue and enters the 'approved and in accounting review' status.

- **Mileage Reimbursement Rate Increase Effective July 1, 2022**
  As of July 1, 2022, the State mileage reimbursement rate will increase from $0.585 per mile to the IRS standard rate of $0.625 per mile for employees using a personally owned automobile for business travel per UT FI0705 – Travel policy. Additionally, mileage reimbursement for employees receiving a vehicle allowance, courtesy car or assigned a university car, as defined in UT FI0705 – Travel policy, will increase from $0.18 per mile to $0.22 per mile. This change is reflected in Concur and no action is necessary for travelers. For mileage rate history, see the Finance and Administration Travel page, under Helpful Information and see the Submitting Mileage Claims article

- **Upcoming Training and Support**
  The summer Concur training series is set for the week of July 25 and will offer sessions for approvers, business managers, delegates, and travelers. Please see the attached flyer for topic dates and times, as well as the information on the next Open Q&A series that begins in August. Registration opens in K@TE in early July under the Concur Topics or Concur Open Q&A event. If you have a topic you would like to learn more about, let us know at travel@tennessee.edu.

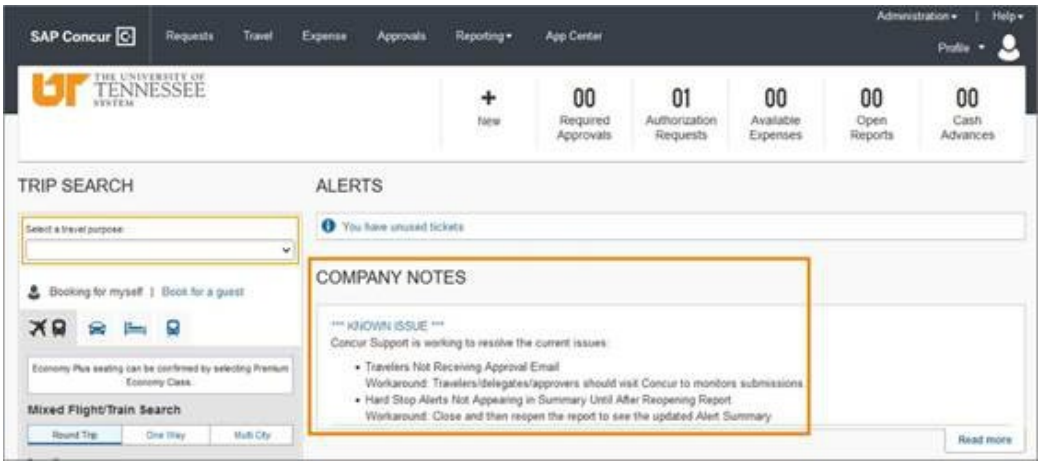
- **Travel Card Training Timeframe**
  Obtaining a travel or procurement card is a two-step process requiring an approved request submitted in Concur and successful completion of the appropriate K@TE training within six months of the approved request. Training taken more than six-months before receiving an approved request is invalid should be taken again.
  - If you need to retake the Travel Card or Procurement Card curriculum that you completed previously in K@TE, click on the "Search Learning Opportunities" icon on the K@TE Home page and search for the curriculum you completed previously. When you find the curriculum in question, a message will appear that indicates you have already completed this course. Click on the "Request" or "Register" button.
  - Then, click on the "Request" button again in the pop-up window that appears. You will then click on the "Open Curriculum" button to start completing the curriculum again.

- **New K@TE Knowledge Base**
  While visiting the Travel FAQ site, be sure to check out the new K@TE Knowledge Base. This searchable site includes a comprehensive collection of resources to assist learners that are new to K@TE as well as active learners reviewing transcripts and searching for new learning opportunities, including LinkedIn Learning topics. If you manage external course offerings, there is also a section to assist public clientele, including dedicated materials for IPS and UTIA programs.

- **New Policy Website**
  The new policy website launched earlier this month replacing PolicyTech with a fresh design, sharable pages and accurate search capability. Be sure to update any links to PolicyTech materials as these will be retired later this summer. The new website will continue to evolve as policies are revised and redrafted, and is designed to be a "one-stop shop" for obtaining information on University-wide policies, as well as campus-specific procedures.

Tips.

- **Is Concur Down?**
  As UT Travel Team continues to address Concur platform outages or impaired functionally, 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 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, if applicable. In case of a complete outage, information is also posted on the UTSA Travel page and distributed via the UT Travel listserv.



Known Issues and Workarounds

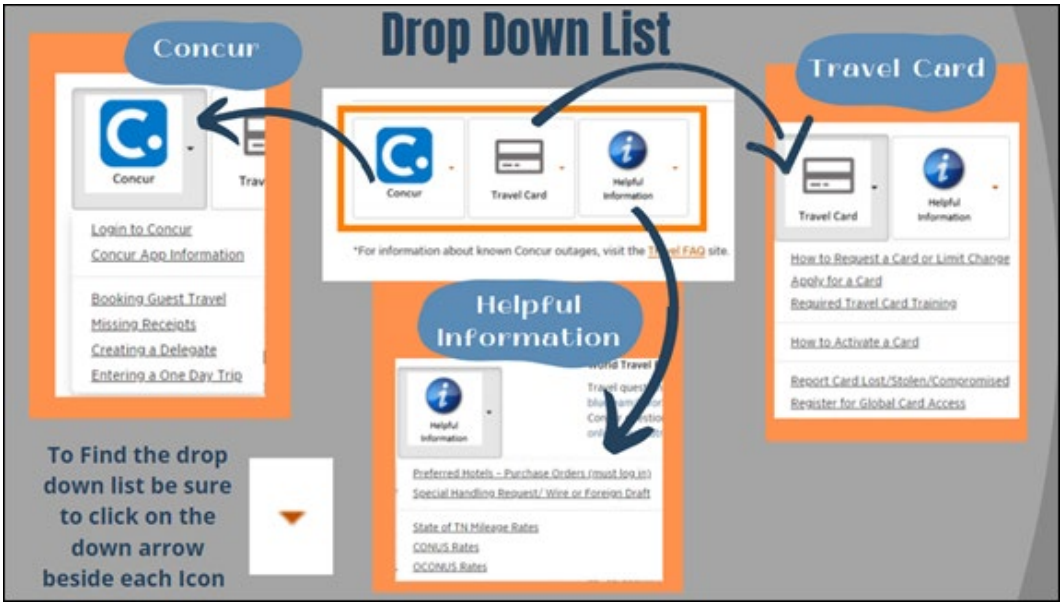
- Hard Stop Alerts Not Appearing in Summary Until After Reopening Report

Close and then reopen the report to see the updated Alert Summary.

- Trip Business Hard Stop Alert When Using Cash Advance Return
  Note the intended trip purpose in the Report Header Comments field and update the Trip Business Purpose to Multi Purpose.

- **Managing Unsubmitted Travel Card Transactions**
  All travel card transactions, including reimbursement credits, must be reconciled by submitting an expense report. Per UT Travel Card policy, these transactions must be submitted within 30-days of the affiliated trip's end date. Transactions made in advance of travel, such as airfare and conference registration, can be submitted prior to the trip occurring or added to an expense report and held for submission with additional travel expenses. Any travel card transaction listed under the Available Expenses section that is 30-days past the transaction date will prompt a UT Travel Reminder for Outstanding Credit Card Transactions. Once past 30-days, the UT Travel Reminder message will escalate to include the cardholder's direct manager.

- **Continuing Finance Travel Page Updates**
  Revisit the Finance and Administration Travel page to access resources available under the main Concur, Travel Card and Helpful Information icons. Each icon provides one-click access to how-to materials for using Concur, managing your travel card and travel reimbursement rates. Visitors will also find a quick guide to understanding expense report statuses.



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

UT Travel Team
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travel@tennessee.edu

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