From:	Travel on behalf of Tipton, Emily Lynnette
To:	TRAVEL@LISTSERV.UTK.EDU
Subject:	Travel Update | May 2023: Upcoming Travel Policy Changes and Concur Updates
Date:	Wednesday, May 17, 2023 1:44:33 PM
Attachments:	UT Travel - Training Opportunities - Summer 2023.pdf UT-Travel-Learning-Opportunities.pdf

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Positive change is on the horizon for those traveling for the university or processing travel submissions with the release of the updated FI0705 – Travel policy on June 1. Through the efforts of system and campus/institute fiscal leadership, significant changes have been made to improve the process of traveling for the university and reduce time to reimbursement. Please plan to attend upcoming events to learn more about these changes and how they will be reflected in Concur.

Updates and Reminders:

- **Travel Policy Changes Effective June 1 in Concur**
  The university strives to embrace nimble and innovative approaches to empower employees to excel in their position and streamline administrative responsibilities. This is reflected in the upcoming release of the FI0705 – Travel policy set for June 1, 2023. The current 38-page policy moves to a clearer three-page document focusing on state and federal regulations that will be supported by detailed procedures related to travel events. Key areas of change include travel authorization requirements, cash advance amount, conference meal claims, lodging exception criteria, car rental refueling and approval flow improvements. Hear more in the upcoming What's New with Concur session on June 1 and the DASH Town Hall Recording. Look for the updated policy at policy.tennessee.edu later this month.

- **Sneak Peak of DASH (Oracle) Travel & Expense**
  Exciting work to build the future travel system is ongoing as improvements are applied to the current travel system. See a preview of this work in progress during the recent DASH Town Hall featuring mobile capabilities for an approver reviewing submissions and a traveler capturing expenses, as well as completing an expense report from the desktop perspective. Become a Friend of Dash today to learn about future town hall sessions.

- **Spring/Summer Training Series Starts this Month**
  Mark your calendar for upcoming spring and summer learning opportunities starting this month with sessions covering policy-based changes coming to Concur on June 1. Additional sessions this month focus on approval updates and new lodging exception process lead up to 'Concur Bootcamp' June 20-23. All offerings are scheduled for the eastern time zone and will be recorded and posted at Learn More About Concur.

  > **NOTE**: Registration for new sessions or those impacted by the new June 19 holiday, will be reflected as soon as possible under the Concur Topics area of the K@TE learning management system. Registration for sessions not impacted by this schedule change is available now. See the attached flyer for details.

- **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 guide outlining all available materials by topic area or visit the Travel FAQ knowledge base to search for specific topics. Once the Summer 2023 sessions are completed the guide will be updated with recent recordings.

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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