UPDATED: Training Offerings for Spring/Summer 2023
Schedule time this summer to learn or enhance your travel knowledge with the Travel Team as they are joined by special guest experts and rework the standing Open Q&A sessions to focus on specific Concur elements. All offerings are scheduled for the eastern time zone and will be recorded and posted at Learn More About Concur.

What’s New with Concur?
Learn about the exciting upcoming changes coming to the Concur travel system this summer. An informational session that will provide discussion and demonstration of new functionality. 1 hour.
Monday, May 15 at 3 pm – Recording posted soon.

Approving/Reviewing Travel Submissions
Overview session for all levels of approvers, including preview approvers, covering Concur basics to evaluate, approve or return requests to travel and expense reports. 1 hour.
Thursday, May 25 at 10 am

Resolving Alerts: Lodging Focused
While lodging is a frequently claimed expense, creating the report line item can be challenging with unique lodging scenarios, receipt itemizations and built in compliance based on *UPDATED* university travel policy. 1 hour.
Thursday, May 25 at 11 am

What’s New with Concur? – New Session
Learn about the exciting upcoming changes coming to the Concur travel system this summer. An informational session that will provide in-depth discussion of the new FI0705 Travel policy. 1 hour.
Thursday, June 1 at 11 am

Traveling for the University – New Date / Time
An overview of the *UPDATED* university FI0705 - Travel policy while sharing resources to ensure travelers are compliant with state and federal laws and regulations, as well as safeguard efficient use of university funds. 1.5 hours.
Tuesday, June 20 at 10 am

Resolving Alerts: Travel Allowance Itineraries and Per Diem – New Date / Time
When claiming lodging and/or meals per diem, a Travel Allowance is required for compliance validation. This session will review best practices for completing an itinerary and how to address compliance alerts. 1.5 hour.
Tuesday, June 20 at 3 pm

Registration
Available now by visiting the Concur Topics area of the K@TE learning management system. Zoom details will be provided in the confirmation email along with the password. Session times reflect the eastern time zone.

Preparation
Have a working knowledge of the University’s FI0705 – Travel, FI0531 – Travel Cards and related policies.

Attending Sessions
Recommend logging into Zoom using SSO. Use a headset with microphone for optimal audio. Cameras are welcome but not required. Consider reserving a conference room and attending with colleagues to create a focused-learning environment.

Additional Training
View recorded sessions and access curriculums.

Stay Connected
Subscribe to the travel listserv for information on system changes, travel tips, and more.

HR128 Credit
All sessions are eligible.

Questions
Browse for answers to in the UT Travel knowledge base, travelfaq.tennessee.edu or ask travel@tennessee.edu.
Domestic Travel
Travelers or delegates processing expenses for in-state travel will learn how to claim expenses for day, overnight and mileage only trips, including when and how to claim a travel allowance. Travelers or delegates will learn when and how to submit requests for out-of-state travel and claim (out-of-pocket and travel card) expenses, as well as when and how to claim a travel allowance. 1.5 hours.
Wednesday, June 21 at 10 am

International Travel
Travelers and delegates will learn the technical approach for submitting a request to travel and claiming expenses, as well as hear from participating campus international offices on campus-specific procedures. 1.5 hours.
Wednesday, June 21 at 3 pm

Conference Travel
Travelers and delegates will learn the details of preparing for conference travel, including collecting required documentation, requesting approval and guidance on claiming expenses. 1.5 hours.
Thursday, June 22 at 10 am

Requesting and Managing Cash Advances – New Date / Time
While the UT Travel Card is the University’s recommendation for offsetting out-of-pocket expenses, there are specific scenarios and campus philosophies that are best met by requesting a cash advance prior to travel. Join this session to learn about these scenarios, how to request an advance, manage advances for group travel, and how to return an unused advance. 1 hour.
Thursday, June 22 at 3 pm

Exceptions to Policy, What They Are and Are Not – New Date / Time
Travel expenses that do not adhere to university policy, must be submitted as an exception. However, not all expenses that trigger a compliance alert are true exceptions to policy. Join the policy experts to learn about exceptions and how to resolve non-exception alerts. 1 hour.
Friday, June 23 at 10 am

Have questions or difficulty joining the Zoom session, see the resources below or contact the UT Travel Support Team at travel@tennessee.edu.

Zoom Resources:

- **Recommended.** Login using the single sign-on (SSO) option to Zoom via tennessee.zoom.us or the desktop application, select “Join a Meeting” and enter the meeting ID, and password if required.
- To join a meeting via an email invitation, select the meeting URL (link) in the email. You may be prompted for a passcode, or, to authenticate with your UT account credentials, if the meeting leader has selected these security features. If a passcode is applied, the passcode information will appear in the meeting invitation.
- [Best Practices for Participants](#)
- [Activate your Zoom Account](#)