From: Travel on behalf of Tipton, Emily Lynnette
To: TRAVEL@LISTSERV.UTK.EDU
Subject: EXTENDED: RE: Travel Update: Concur Request and Expense Unavailable May 29-30 for Updates
Date: Wednesday, May 31, 2023 9:11:11 AM

***** EXTENDED Request and Expense Submission Unavailable through May 31 *****

Good things take time… we are still finalizing the modifications to the Concur travel system in preparation for the updated FI0705 – Travel policy and procedures becoming effective June 1. During this time, Concur Request and Expense modules will be **unavailable to submit requests and reports** using the website or mobile app.

Services **NOT** impacted by this maintenance window are:

- Registering for training or the 'What's New' session on June 1
- Travel module search and booking
- Booking services provided through World Travel
- Travel card usage
- Receipt upload using the mobile app or Available Receipt function
- Profile modifications including adding/removing delegates
- Approvers reviewing/approving existing submissions, including processors (audit)
- Onboarding new or updating guest travelers in IRIS

Any change to the services impacted or the duration of this maintenance will be communicated through this listserv and posted to both the Concur Company Notes and Travel System Center. A final notice, including details on new functionality, will be shared once modifications have been completed and Concur Request and Expense submissions are available.

If you have questions about this maintenance window, critical need, or need assistance using the Concur platform, please contact the travel team.

UT Travel Team
University of Tennessee
travel@tennessee.edu

From: Travel <TRAVEL@LISTSERV.UTK.EDU> **On Behalf Of** Tipton, Emily Lynnette

Sent: Friday, May 26, 2023 1:16 PM

To: TRAVEL@LISTSERV.UTK.EDU

Subject: Travel Update: Concur Request and Expense Unavailable May 29-30 for Updates

As we prepare for the updated FI0705 – Travel policy becoming effective June 1, significant modifications to the Concur travel system are necessary to realize these beneficial changes. A dedicated maintenance window has been set for **Monday, May 29** at 8 am **through Tuesday, May 30** at 11 pm Eastern. During this time, Concur Request and Expense modules will be **unavailable to submit requests and reports** using the website or mobile app.

Services **NOT** impacted by this maintenance window are:

- Travel module search and booking
- Booking services provided through World Travel
- Travel card usage
- Receipt upload using the mobile app or Available Receipt function
- Profile modifications including adding/removing delegates
- Approvers reviewing/approving existing submissions
- Onboarding new or updating guest travelers in IRIS

Any change to the services impacted or the duration of this maintenance will be communicated through this listserv and posted to both the Concur Company Notes and Travel System Center. A final notice, including details on new functionality, will be shared once modifications have been completed and Concur Request and Expense submissions are available.

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

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