From:	Travel on behalf of Tipton, Emily Lynnette
To:	TRAVEL@LISTSERV.UTK.EDU
Subject:	Travel Update | May 2022: Reminders, Travel Tips, Next Training Session
Date:	Wednesday, May 25, 2022 1:00:04 PM
Attachments:	UT Travel - Non-Travel Travel Card Charges Trip Purpose.pdf

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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.

Also, the UT Travel Team would like to share reminders about recent updates and tips for using the Concur travel system. Do you have a tip to share? Send them to travel@tennessee.edu.

Updates and Reminders.

- **Non-Travel Travel Card Charges Trip Business Purpose**
  Reminder, on May 23 travel cardholders may use a new trip business purpose when submitting an expense report to reconcile travel card transactions that are not travel-related and adhere to University policy FI0715 Entertainment, Group Arranged Events, Food and Housing Purchases for UT Sponsored Conferences and Seminars. Please see the updated guide for additional details on the use of the new trip business purpose.

- **Training and Support**
  Recordings from the most recent travel training sessions are available on the Concur Training and Support FAQ page. The team is also pleased to extend a 'hold the date' for the summer Concur training series tentatively set for the week of July 25. Details on the schedule and session titles will be shared next month. If you have a topic you would like to learn more about, let us know at travel@tennessee.edu.

- **Fiscal Year-end Planning**
  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, to be posted to the fiscal year 2022.

Tips.

- **Preferred Hotels and How to Find Them**
  The University has agreements with select lodging vendors to provide more room availability at the CONUS rate as well as direct bill service. It is recommended to use these vendors when traveling and hosting guest travelers. When searching for lodging accommodations in Concur, these vendors surface first in search results and are noted as a 'Preferred Hotel for the University of Tennessee.' A complete listing of these vendors can be found in the Purchasing Agreements system available from Procurement Services.

- **Adding Documents to Report when in 'Approved & In Accounting Review' status.**
  When your friendly campus processor reaches out about missing travel documents from an expense report, travelers or delegates can attach these materials to an expense item without having to recall the report. This feature comes in handy if you forget to attach the required conference travel supporting documents! Just be sure to let the processor know when attachments have been added.

- **Don't Close that Request**
  We recommend leaving approved expense reports available in the Active Request view until Concur automatically closes them six months past the trip end date. This provides some insurance should a forgotten expense surface or an amendment to an expense report needs to be submitted. To prevent accidental closings, we encourage users to read any system alert or pop-up message regarding changes to a request/report before clicking update, apply, or even OK. In the case of the Close Request button, users are reminded that this action permanently closes the request yielding it unavailable to assign to an expense report.

- **Guest Travelers**
  One thing we are noticing is that people are very confused about when to gather information regarding guest travelers. The easiest way I think to say it would be that the departments ALWAYS need to gather the residency information on every guest traveler. If that guest is not a US citizen, then a guest profile must be created for them in IRIS. If the traveler is a US citizen – then a guest profile only needs to be created if they are being reimbursed directly for any expenses. Additional resources can be found in the Processing Guests and Their Travel FAQ and on the UT System Payroll – Non-Resident Alien resource page.

- **Airfare Receipt Goes Missing**
  For airfare booked through World Travel, use their self-service Print My Invoice tool to request a receipt by using your invoice number, record locator, ticket/confirmation number or the last four digits of the credit card used for purchase. Receipts will be emailed from noreply@woldtrav.com.

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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