

Mark McCulloch

From: travelnews-bounces@lists.uoregon.edu on behalf of BAO news for travel administrators <travelnews@lists.uoregon.edu>
Sent: Monday, April 30, 2018 10:32 AM
To: travelnews@lists.uoregon.edu
Subject: travelnews: Concur Traveler Demo - Final Event Today
Attachments: ATT00001.txt

Please pass to your travelers:

Join us for a Concur demonstration for UO travelers and their delegates in the **Ford Alumni Center Ballroom**. Demos are one hour demo with following Q&A and are offered:

April 30 1:00 pm – 1 hour with 30 min. Q&A to follow – No Registration Required. Refreshments served.

Featuring: How to download and use both the Concur and Trip It Pro mobile apps. How to book travel, how to process expense reports, upload receipts, learn how to enroll in the new One Card corporate visa card program.

Additional training opportunities:

- Concur drop in work sessions several times per week at TUC – Thompson University Center. Scheduled times and topics at <https://ba.uoregon.edu/content/travel>
- Concur Training videos, Travel FAQs, Travel Manual <https://ba.uoregon.edu/content/travel>
- Concur Guest Travel – Thursday, May 3, 11:00am – noon. Registration on My Track: <https://uomytrack.pageuppeople.com/learning/2254>
- Travel Policy and Concur Demo (offered every other month) - for Concur delegates and travelers - May 31 8:30am – 2:30pm. Register at My Track: <https://uomytrack.pageuppeople.com/learning/2109>

Travelnews newsletter – includes Concur Tips and other UO Business Travel information. To Opt In email name and email address to lajacoby@uoregon.edu



UNIVERSITY OF OREGON

Laurie Jacoby
Travel Manager
Business Affairs Office
University of Oregon

lajacoby@uoregon.edu
541-346-3158