

Mark McCulloch

From: Travel Office
Sent: Monday, April 30, 2018 12:17 PM
To: Mark McCulloch
Subject: Concur Traveler Demo - Final Event Today

Thanks to all university travelers who were able to participate in one of our first three Concur demonstration sessions!

Our last Concur traveler session is today at 1PM in the Ford Alumni Center Ballroom.

A one hour demo followed by Q&A session. Refreshments served. No Registration Required.

Learn how to:

1. Download and use both the Concur and Trip It Pro mobile apps.
2. Book travel,
3. Process expense reports,
4. Upload receipts,
5. 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 ljacoby@uoregon.edu

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