

## Mark McCulloch

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**From:** travelnews-bounces@lists.uoregon.edu on behalf of BAO news for travel administrators <travelnews@lists.uoregon.edu>  
**Sent:** Monday, June 18, 2018 5:29 PM  
**To:** travelnews@lists.uoregon.edu  
**Subject:** travelnews: Concur updates, Educational Opportunities and more from the UO Travel Office  
**Attachments:** ATT00001.txt

Good Morning UO Travelers and Delegates:

**Concur Form Update:** When creating an Expense report, the Business Purpose will now copy over from the Approved Request.

**Processing Time:** We are pleased to announce that we are reviewing travel reimbursements submitted 8 business days from receipt.

**Single Day Overtime Meal Reminder:** Please remember that starting today, the Single Day meal allowance is now processed with payroll time entry. (see June 5 Travelnews: "New Process for Single Day Overtime Meals" for more information)

**Airlines Charges and Fees Reminder:** All Airline charges for Concur booking tool/TMC direct bookings are processed in Concur as part of the travel reimbursement (rather than in a separate report). When completing a travel reimbursement, be sure to check your list of "Available Expenses" and assign the appropriate airline charges by clicking on Import Expenses. Call the Travel Office with questions or for assistance.

## Educational Opportunities:

**Travel Policy and Concur Process:** \*\* Thursday, June 28 8:30am – 2:30pm

Location: Thompson University Center, Employee Education Lab, Room 305

*This is our bi-monthly training for new Travel Delegates or delegates wanting a refresher. If you are booking and processing travel reimbursements for UO business travel, please attend this important training to learn UO Travel Policy, IRS Accountable Plan guidelines and for an overview of the Concur Travel and Expense system.*

Please register on My Tracks: <https://uomytrack.pageuppeople.com/learning/2109>

## June Drop In Work Sessions:

Tuesday, June 19 1:00p – 2:00p

Wednesday, June 20 1:00pm – 2:00 pm

Monday, June 25

11:00am – 12:00pm

Wednesday, June 27

10:00am – 11:00am

**Lunchtime Travel Talk \*\* Concur Workflow ABCs \*\* Wednesday, June 27  
1-1:45p**

Location: Thompson University Center, Employee Education Lab, Room

*If Concur is a mystery to you or you would like to review your Concur process, come see the ABCs of how to enter a Concur Request, how to Book travel and how to create an Expense report. For UO Business Travelers and their Delegates. Class is limited to 20 attendees.*

Please register at My Track: <https://uomytrack.pageuppeople.com/learning/2312>