

From: travelnews-bounces@lists.uoregon.edu <travelnews-bounces@lists.uoregon.edu> **On Behalf Of**
BAO news for travel administrators
Sent: Wednesday, March 28, 2018 2:32 PM
To: BAO news for travel administrators <travelnews@lists.uoregon.edu>
Subject: travelnews: Concur Now Available

Travel Coordinators,

Concur is now available for Request, Travel booking, and Expense.

Login at concur.uoregon.edu with your Duck ID username and password.

Thank you for your participation and guidance during the past year. We couldn't have done this without you.

Important: Please continue to use the airfare approval and DuckWeb process for **all guest travel** while we refine this new process in Concur. Stay tuned.

Next steps:

1. Help your travelers assign you as a **delegate** so you can prepare requests and expense reports for them.
2. Assign yourself as an **assistant/arranger** so you can book online for them.
3. Assign a request and expense **approver** for each traveler.
4. Help your travelers **review their name** in Concur to ensure it matches their Driver's license and passport, and encourage them to complete their profile information.
5. Set up a **default index** for each travelers expenses.
6. Join us at TUC for a [drop in](#) and we will walk you through these steps.
7. Encourage your travelers to join us for a one hour traveler training in April. We will show them how to set up their delegate, submit a request, capture receipts and use the mobile app to begin their expense report.

You will find instructions, training materials and FAQs, on the Business Affairs [Concur Project](#) page.

Can't find what you need ? Give us a call or send us a note,

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