

## Mark McCulloch

---

**From:** travelnews-bounces@lists.uoregon.edu on behalf of BAO news for travel administrators <travelnews@lists.uoregon.edu>  
**Sent:** Thursday, March 8, 2018 5:23 PM  
**To:** travelnews@lists.uoregon.edu  
**Subject:** travelnews: Concur is going live the week of March 26! What you need to know now:  
**Attachments:** ATT00001.txt

Good Afternoon Travel Coordinators –

UO's Concur Travel and Expense is due to go-live the week of March 26. Our final scheduled training is this Friday morning, March 9 from 10a – noon in the Knight Library Browsing Room. Please join us if you have not yet attended a training.

Drop in work sessions will start next week. Come by and log into a "sand box session" to work a travel sample. We are also happy to discuss how Concur fits into your current departmental processes. Be sure to frequently check the Concur Project page for scheduled trainings, our "work in progress" travel manual and FAQs, plus training videos: <https://ba.uoregon.edu/node/2372>

### For you to do:

We will be doing a onetime upload of UO employees into Concur with basic information. You will want to start gathering additional information to complete profiles and thinking about role assignments including:

- Delegates – *travel coordinators who can work on behalf of a traveler within*
- Approvers – *for both **Request** (approves pre-trip estimates and airfare purchase) and for **Expense** (approves the final travel reimbursement)*
- Default index
- Employee profile information
  - Gender and date of birth for airline tickets*
  - Airline frequent flyer numbers*
  - Membership numbers for car rental and hotels*
  - Cell phone*
  - In Case of Emergency contact information*
  - Passport information*

Have a great day,



UNIVERSITY OF OREGON

Laurie Jacoby  
Travel Manager

Business Affairs Office  
University of Oregon  
[lajacoby@uoregon.edu](mailto:lajacoby@uoregon.edu)  
541-346-3158