Mark McCulloch

Hello UO Travelers -

Last Monday's Concur Traveler Training recording: **Concur Traveler Demo (recorded on 4/30/18)**

Travelnews Updates: If you would like to be signed up for TravelNews newsletter for UO travel information and Concur tips, send your email address to lajacoby@uoregon.edu.

Important Concur Travel Tips:

Concur Profile:

CHECK YOUR NAME IN YOUR CONCUR PROFILE to match your passport or government issued ID.   Your profile was established using HR files which may use your "preferred" name. It is your responsibility to review and correct your name in your Concur profile so airline tickets match ID.   Change fees associated with name changes resulting from a name mismatch cannot be reimbursed.

ENTER YOUR FREQUENT FLYER NUMBER, especially if you have mileage status that provides access to upgraded seats.

Concur requires that you ***verify*** the email address in your Concur profile so travel itineraries sync to your Trip LIbrary. Go to Profile Settings, Personal Information:

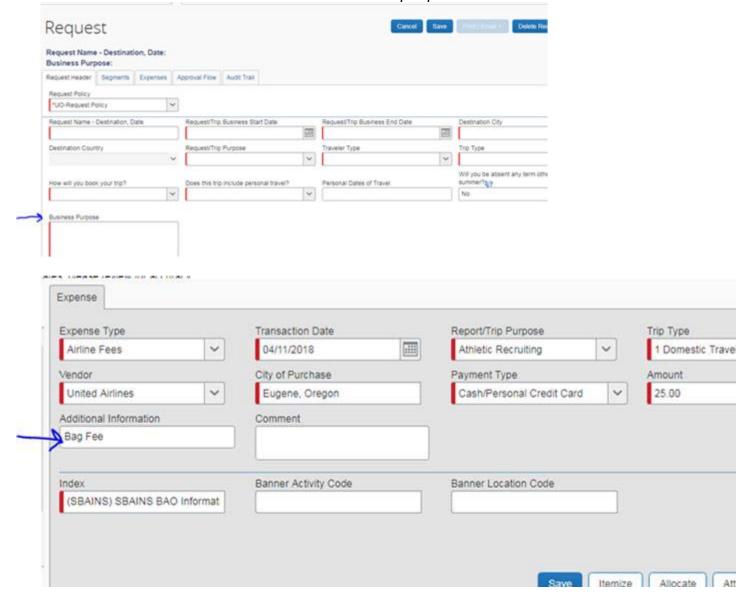Email Addresses

Please add at least one email address.

▶ How do I add an email address?
▶ Travel Arrangers / Delegates
▶ Why should I verify my email address?
▼ How do I verify my email address?
  1. Once you have saved an email address, click the "Verify" link.
  2. Check your email for a verification message from Concur.
  3. Copy the code from the email message into the "Enter Code" box next to the Email address below.
  4. Click "OK" to submit the code and complete verification.

Plans@concur.com - Email conference hotel, AirBnb, shuttle confirmations or other travel confirmations booked outside Concur to sync to your airline reservation in your Concur Trip Library.
Receipts@concur.com - Email receipts from your phone to your Receipt Gallery in Concur to attach to an expense.

Expense Reports (Reimbursement):

Business Purpose - Remember that the UO follow the IRS Accountable Plan when reimbursing travel expenses to you without tax implications. The cornerstone is a detailed business purpose that explains why you traveled and what the business purpose/benefit of the travel was to you, your department and to the university. Enter this in the **Business Purpose** box on the Report Header and in **"Additional Information"** at the line item to add business purpose details.

Changes to Request and Expense reports:

If you have submitted either a Request or an Expense report and need to make a change, you can "Recall" it:

If a change is necessary on an **approved** Request or Expense, options are:
*   **Return by** the approver OR
*   **Cancel** the Request OR
*   **Copy** the Request to start a new one

How to Get Help: We have scheduled several Traveler specific drop in work sessions at TUC , 720 E 13th Ave, 3rd floor Training Lab:

Delegate/Travelers, **Processing Lodge Card/One Card**, Q&A	5/9/18	9:30 - 11:00
Delegate/Travelers, **Personal Time on Request & Exp**., Q&A	5/14/18	1:30 - 3:00
Travelers - Concur Drop in	5/15/18	1:30 - 3:00
Delegate/Travelers, **Concur requests**, Q&A	5/22/18	9:00 - 10:30
Travelers - Concur Drop in	5/24/18	1:30 - 3:00

Delegate/Travelers, **Concur Booking Tool**, Q&A	5/30/18 -	10:00 - 11:30
Travelers - Concur Drop in	5/31/18 -	3:00 - 4:30

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Concur Mobile App download instructions:

- In your computer, sign into Concur.uoregon.edu and enter SSO password – Single Sign On: how you log into your computer every morning.
- In the upper right corner click on your name and then on Profile Settings
- Click on Concur Mobile Registration. (Do not click get started button).
- Click on Create a Concur Mobile PIN • Click Set concur Mobile PIN. (This will be a onetime password to activate the app).
- On mobile device, enter your uoregon.edu email address on the sign in page when it asks for Work Email or Username. Click next.
- When it asks for your password, enter the PIN you just created (not your UO password)

TripIt Pro - What is TripIt Pro?

TripIt Pro is a mobile download free to UO business travelers that organizes all your travel plans in one place, with real-time flight alerts, gate change notifications, and helpful reminders. The app keeps track of all your reward points and miles, checks for better seat availability and will quickly finds another flight if your plans suddenly change and features Waze, a GPS tool. Reservation confirmations can be emailed to plans@tripit.com and TripIt Pro instantly creates a master itinerary for each of your trips.

Download directions:

- Login to concur.uoregon.edu and visit the App Center menu top right. TripIt should be listed under popular connections.
- Click on TripIt. A page will load with a button to 'Connect'.
- A pop-up with display asking you to activate your TripIt Pro Subscription with @uoregon email address displayed, choose new password, select country, and accept user agreement.

- Accounts Linked notice will display with options to Continue, or click Tripit Mobile button if already on mobile device to take you to app download.
- Download the App from your app store, install, then Sign in using the password you just set.

Thank you,

UNIVERSITY OF OREGON

Laurie Jacoby
Travel Manager
Business Affairs Office
University of Oregon
lajacoby@uoregon.edu
541-346-3158