

**Date:** March 12<sup>th</sup> 2018

**To:** Academic and Administrative Leadership and All University Employees

*At the end of March the university will deploy the Concur travel and expense management system.*

*Concur is a best in class solution that will automate travel request, booking, receipt collection, reimbursement, and help enforce our travel rules.*

*All employees will have access to the Concur and Triplt Pro mobile apps to conveniently organize their travel info, capture receipts, and receive flight and traffic alerts.*

*To streamline travel administration and maximize discounts and rebates, the following four changes will take effect **March 27th 2018**:*

- 1. Regular travelers will be strongly encouraged to enroll in a corporate travel card program, US Bank “**One Card**”, for payment of travel related expenses (hotel and ground transport). Employees will have no liability for charges and will incur no interest charges. Transactions will automatically appear in their Concur Expense report. The university will earn a rebate on all One Card payments. One Card will eliminate the need for cumbersome travel advances.*
- 2. Travelers and travel coordinators will always submit a **Concur Request** with approximate itinerary and travel cost for budgetary and programmatic approval before travel booking. The request can easily be submitted using a mobile device. It populates the Concur Expense report, provides a place for receipts to land, and informs Risk Services where employees plan to travel.*
- 3. Travelers and travel coordinators will always book using the **Concur Travel** online booking tool, or through their preferred university Travel Management Company (TMC). Booking with Concur Travel is similar to Expedia with lower ticketing fees than the TMC. Booking using Concur Travel or the TMCs provides university negotiated discounts, controls the use of basic economy fares, and ensures compliance with the Fly America Act. Outside bookings will only be permitted if a university cost saving can be demonstrated.*
- 4. **All airfare will be paid for using the university ghost card.** The TMC's will no longer offer the option of using a personal credit card for university fares. Personal cards are not eligible for university negotiated discounts and rebates. Travelers will still earn air miles and status for their travel but will no longer earn personal credit card rebates or rewards.*

*If you have any questions or concerns please contact Kelly Wolf AVP Business Affairs/Controller. For more information about the project and these changes see the [Concur project webpage](#).*

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