

Subject: Concur Roundtable

From: Laurie Jacoby <lajacoby@uoregon.edu>

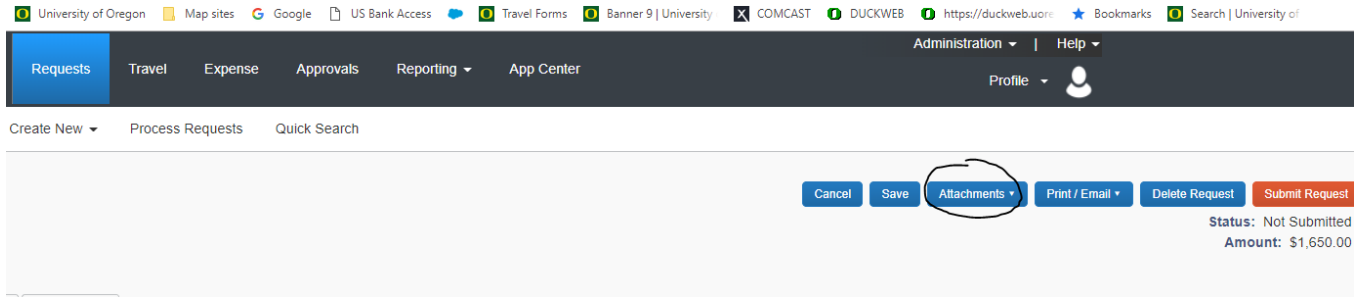
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To: Travel Office <travel@uoregon.edu>

Thanks for attending the January Concur Roundtable. I was nice to see such a great turnout!

Comparison Quote summary:

- Required when personal time is included. Departments may require a comparison when additional expenses are presented when using a non- direct airport but UO travel policy allows payment of these expenses.
- Comparison quote must be prepared the day the ticket is purchased to be accurate. If preparing quote at any time other than when the ticket is purchased, a **set of** quotes must be prepared: Business only and personal itinerary.
- If flying an indirect airport and adding personal time, the comparison for the business only quote should be from the same airport the traveler is using.
- There are only two quotes needed:
 - The personal itinerary
 - The business only itinerary that would have been selected for travel
- Source of quotes:
 - If using the TMC, ask them to provide quotes as part of their service/ticket fee
 - If using the booking tool, you must use the booking tool for quotes
- Quotes are attached to the Request using the Attachment button:



I am also attaching the Triplt Pro download instructions along with Concur mobile app:

- Triplt Pro – itinerary organizer extraordinaire, GPS, trip reminders, helps find new flights when you have a cancellation, provides airport maps, destination information (ATM, coffee, food, etc)
- Concur Mobile app – take pictures of receipt and upload to expense report, create and submit expense report, approve remotely.

Next Concur Roundtable is Wednesday, Feb. 27. Thanks for all you do!



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** If your travel involves human subjects research, please do not disclose any information that is protected under UO Policy and other Regulations <http://rcs.uoregon.edu/content/regulations-and-uo-policy>

Travel Office/Concur Help Desk: Phone: 6-3100 *** Email: travel@uoregon.edu

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Attachments:

Concur Mobile App and Triplt Pro download instructions 010819.docx

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