

UT TRAVEL & EXPENSE ONBOARDING



EXPENSE IS COMING

Expense workshops have been scheduled! We will be covering the Expense module exclusively and will look at in-state travel for this workshop. Please bring travel expense report examples from your department as we will use these to test. It is okay if they are not in-state only. We will look at Request and Expense together at a later date.



FEATURED FUNCTIONALITY: CASH ADVANCE

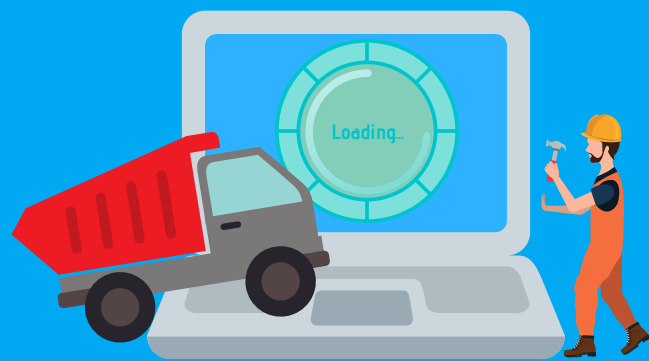
Requesting a cash advance will no longer be done using a paper form when Concur goes live. It is important to know how to use this feature in the Request module.

To enter a new request with a cash advance, begin by clicking "Start a new request" on the Concur dashboard. Complete the Request Header, but do not enter the cash advance amount until expenses have been added.

Once expenses you want to include in the cash advance have been entered on the Segments tab or Expense tab, go back to the Request Header tab and click in the Cash Advance field. The Cash Advance field will populate based on the maximum allowable expenses entered into the request. This amount can be reduced as needed.

Keep in mind that in the Concur Production system, you will not be able to submit a cash advance for another traveler. Be sure to use your own profile to test.

As you are testing, confirm that expenses added into the cash advance are allowable per policy. If not, please email the Concur helpdesk.



WEBSITE UNDER CONSTRUCTION

We are currently working to configure the new Travel and Expense website! Here, you will be able to find help and training resources, quick links, and university travel announcements. The new site is under construction but is available at <https://concur.tennessee.edu>.

UPCOMING DATES

Concur Booking Tool Zoom Session | February 12, 2019 | 2 PM EST / 1 PM CST
Concur Booking Tool Zoom Session | March 20, 2019 | 2 PM EST / 1 PM CST

Questions? Email us!
concur@tennessee.edu