

Travel Training and Support Offerings for Summer 2022

Spend the week of July 25 with the UT Travel team meeting Concur for the first time or building your travel knowledge. Training sessions have been condensed to a one-hour format, unless noted otherwise, and will be recorded and posted at [Learn More About Concur](#). **NOTE:** All sessions are scheduled for the eastern time zone.

Concur Open Q&A

Join the UT Travel Team on Wednesday's at 2 pm on the following dates. August 3, 10, 17, 24, 31 | September 7, 14, 21, 28 | October 5, 12, 19, 26, November 2, 9, 16, 30 | December 7, 14 (10 person minimum to conduct)

Traveling for the University

Learn more about the University's travel system, policy related to travel and the resources available to assist you. **1.5 hours**
Monday, July 25 at 9:30 am

What's New with Concur

Learn about recent changes to the system and planned upgrades for the future, including the new Request module design.
Monday, July 25 at 2 pm

Travel Card Overview

Open to any individual interested in learning about the University's Travel Card Program and how it can reduce the out-of-pocket burden for employees, guests, and students who travel on behalf of the university.
Monday, July 25 at 3:30 pm

In-state Travel

Travelers or delegates processing expenses for in-state travel will learn how to claim expenses for day, overnight and mileage only trips, including when and how to claim a travel allowance.
Tuesday, July 26 at 9:30 am

Out-of-state Travel

Travelers or delegates will learn when and how to submit requests for out-of-state travel and claim (out-of-pocket and travel card) expenses, as well as when and how to claim a travel allowance.
Tuesday, July 26 at 11 am

International Travel

Travelers and delegates will learn approaches for preparing for international travel with your campus office, submitting a request to travel, and claiming expenses.
Tuesday, July 26 at 2 pm

Conference Travel

Travelers and delegates will learn the details of preparing for conference travel, including collecting required documentation, requesting approval and guidance on claiming expenses.
Tuesday, July 26 at 3:30 pm

Registration

Enroll by visiting the [Concur Topics](#) and/or [Concur Open Q&A](#) areas of the K@TE learning management system. Zoom details will be provided in the confirmation email.

Preparation

Have a working knowledge of the University's [FI0705 – Travel](#), [FI0531 – Travel Cards](#) and related [policies](#).

Attending Sessions

Use a headset with microphone for optimal audio. Cameras are welcome but not required. Consider reserving a conference room and attending with colleagues to create a focused-learning environment.

Additional Training

[View](#) recorded sessions and access curriculums.

Stay Connected

[Subscribe](#) to the travel listserv for information on system changes, travel tips, and more.

HR128 Credit

All sessions, with the exception of Open Q&A sessions, are eligible for credit.

Questions

Browse for answers to in the UT Travel knowledge base, travelfaq.tennessee.edu or ask travel@tennessee.edu.

Booking Travel with World Travel

Travelers and delegates interested in using the Concur Travel (booking) service provided by World Travel. In this session, attendees will realize the benefits of using Travel, review the basics of making travel arrangements (airfare, car rental, lodging), learn best practices and how to troubleshoot common problems.

Wednesday, July 27 at 9:30 am

Approvers and Preview Approvers.

Streamlined course to introduce the Concur travel platform and prepare all levels of approvers, including preview approvers, with the technical skills to evaluate, approve or return requests to travel, card requests (travel or procurement), and expense reports.

Wednesday, July 27 at 11 am

Guest Travelers

Intended for individuals tasked with managing travel for guests to the University, including non-employed students and designated guest travelers. This session will discuss aspects of managing guest travelers and demonstrations will cover onboarding and managing guests via IRIS in preparation for booking and processing travel in Concur. **1.5 hours**

Wednesday, July 27 at 2 pm

Financial Postings for Business Managers.

Overview of changes to financial documents related to Travel in SAP (IRIS) with the implementation of Concur, including the new SAP-based expense report.

Thursday, July 28 at 9:30 am

Concur Reporting for Managers.

Intended for individuals in a manager role (direct &/or indirect reports) and their delegates, this session will introduce the Concur reporting platform and review standard report offerings.

Thursday, July 28 at 11 am

Centrally Held Cardholder How-To

Intended for travel cardholders using their assigned card to facilitate travel for others, such as guest travelers. This session reviews the process for reconciling travel card transactions using the appropriate expense item types, attaching supporting documentation and resolving alerts.

Thursday, July 28 at 2 pm

Group Travel

Intended for travel entry professionals (delegates) processing travel for student or employee groups. This session will discuss creating bulk requests, tracking submissions, benefits of a travel card and tips on processing expenses.

Thursday, July 28 at 3:30 pm

Tips from the Processor Team

Interested in learning how to 'return proof' your expense report? Want to learn tips on speedy travel reimbursements? Join members of the UT Processing Team to gain insight on improving your submissions.

Friday, July 29 at 9:30 am

Requesting and Managing Cash Advances

While the UT Travel Card is the University's recommendation for offsetting out-of-pocket expenses, there are specific scenarios and campus philosophies that are best met by requesting a cash advance prior to travel. Join this session to learn about these scenarios, how to request an advance, manage advances for group travel, and how to return an unused advance.

Friday, July 29 at 11 am