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September 7, 2021 | 36th Edition

Contact the Travel & Expense team via Services & Support for questions.

Users/delegates can do so by following these steps:

1. Travel/Event Requests should be closed to lift the commitments. Concur and all associated Expense Reports have been processed, then the request and transaction reconciliation.
2. If you have any Travel or Event Requests that are associated with a project, managing Concur commitments.
3. Note that this is not an introductory course. Participants must first complete the University Procurement Card Program.
4. Current and prospective cardholders will learn about updates to the card processes for reporting travel expenses and how to submit a Travel Expense Report.
5. Faculty and staff who travel or book business travel can further their understanding of preauthorization, booking travel via Concur, prepaying with Pcards and Travel & Entertainment Card cardholders to submit Expense Reports.
6. Faculty and staff that manage travel and expense.
7. This program intends to establish consistent foundational knowledge across campus as these conversations conclude.
8. Closing for our campus, central office leadership (IPPS/ICA/OPAFS) will be revisiting the closing steps/process and modifying as needed for years moving forward.
9. One way for campus colleagues to do their part to minimize the accrual entries represent expenses incurred but not posted/accounted within the fiscal year (e.g. PCard charges that departments have not added to an Expense Report nor obtained approval in Concur, any Expense Reports that haven’t been final approved in Concur, etc.).
10. Accrual Entries

Install the Modifiable Feature Extensions
The Modifiable Feature Extensions add various tools, workflows, and integrates your Concur and Oracle applications. Use our walkable in addendum.

A Modifiable feature has been implemented in Oracle Procurement which updates whether or not an item has been processed in a project/organization level. This feature is useful when there are negotiations with suppliers and when items are shipped to different locations. This feature might not be visible to everyone, this is an update to a feature not visible in previous releases.

When searching for requisitions and invoices on behalf of their financial unit. Please note the valuable for individuals responsible for those responsible for approving requisitions and invoices on behalf of their financial unit.

It focuses on topics such as reviewing for and populating POETAF information about online tools. Faculty and staff will learn about Concur resources to your Oracle and Concur applications. We also use WalkMe to add additional validation to your transactions, announcements, and reminders.

To improve the effect these enhancements can have on your procure-to-pay experience!

Download the extension to your browser!

Install the WalkMe Browser Extension!