



# TAMUK TRAVEL UPDATE

January 2020

## Mileage Reimbursement Rate Decreases to 57.5 Cents on Jan. 1, 2020

Effective Jan. 1 to Dec. 31, 2020, the maximum mileage reimbursement rate for TAMUK employee travel in a personal vehicle will decrease to 57.5 cents per mile (down from 58 cents in 2019). This rate is consistent with the Internal Revenue Service's standard mileage rate. Concur will automatically calculate the mileage rate dependent on the dates of travel.

# Spring 2020 Concur User Workshop Schedule



## TRAVEL TRAINING

### SPRING 2020 SCHEDULE

#### CONCUR USER WORKSHOP

This workshop is an overview of Concur for all employees of TAMUK. Whether you travel or are a delegate for someone who travels on University Business, you need to know the basics of Concur. All employees have access to Concur thru the SSO – No Travel Card needed! All University Travel flows thru Concur.

Topics covered in this workshop - Concur Profile, Travel Assistants/Delegates, Travel Requests & estimating travel expenses, Approval Routing paths, Booking travel through Concur/CTP, Expense Reports & attaching documents/receipts. *Prerequisite Course – TAMUK Travel Policies, Resources, & Best Practices (TrainTraQ Course # 2112567)*

Questions are welcome – We are here to help!

To register, go to TRAINTRAQ COURSE # 2112797 CONCUR USER WORKSHOP, click the tab Upcoming Sections, and choose an open section. *Later sections will open for registration on the dates noted.*

MORNING WORKSHOPS 9:00AM – 11:00AM	
Date	Section Number
January 22, 2020	7432 (Now open for registration)
February 19, 2020	7433 (Open for registration on Jan 24)
March 18, 2020	7434 (Open for registration on Feb 21)
April 22, 2020	7435 (Open for registration on Mar 20)
AFTERNOON WORKSHOPS 2:00PM – 4:00PM	
Date	Section Number
January 23, 2020	7436 (Now open for registration)
February 20, 2020	7437 (Open for registration on Jan 24)
March 19, 2020	7438 (Open for registration on Feb 21)
April 23, 2020	7439 (Open for registration on Mar 20)

*All sections of this course will be held in Eckhardt Hall, Room 153, unless otherwise notified.*

For more information, email [travel@tamuk.edu](mailto:travel@tamuk.edu)