TAMUK TRAVEL UPDATE

JUNE 2020

Travel Guidelines Updated- Concur Company Notes

The Chancellor has extended University Travel restrictions until further notice.

COMPANY NOTES

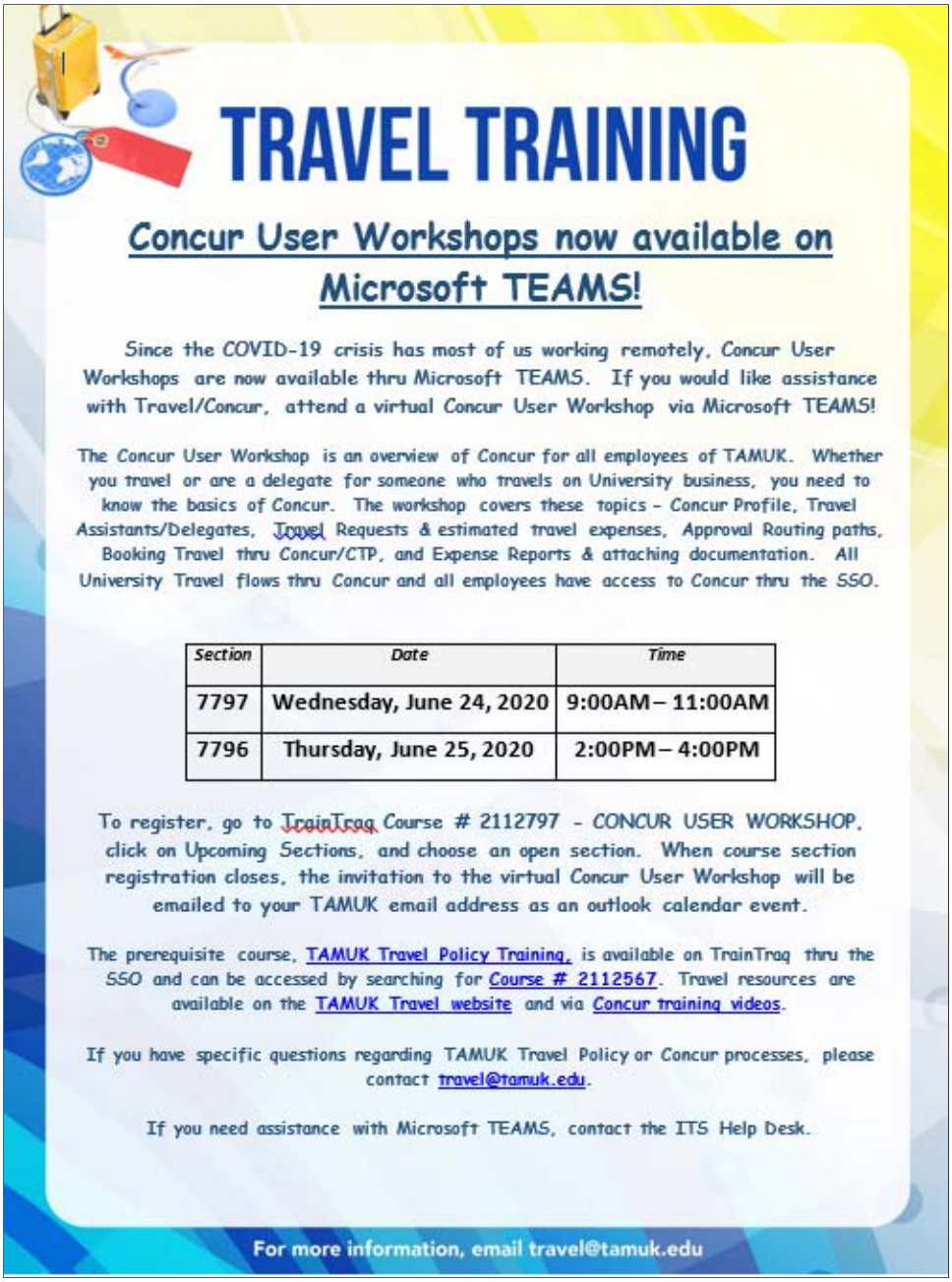
The Chancellor has extended the travel guidelines beyond May 31st as originally outlined in his memo dated 03.10.2020, until further notice. System Risk Management will consider all International travel extreme risk and not approved. The current mandate is in effect until further notice. The only exception to this would be any mission-critical COVID-19 related assistance or health-critical exceptions and these exceptions must be approved in advance by Executive Leadership.

For more information related to University Travel restrictions, go to the Company Notes Section on the Concur Home Page or visit TAMUK Coronavirus Updates for links to updates from TAMUK and System on COVID-19.

Virtual Concur User Workshops

Concur User Workshops are now available on Microsoft TEAMS! If you would like assistance with Travel/Concur, attend a virtual Concur User Workshop via Microsoft TEAMS. Microsoft TEAMS is a virtual learning/collaboration platform similar to ZOOM and Blackboard Collaborate. With audio/visual capability, we will be able to see and hear your questions, as well as share our screens, so that you will see your question being answered! If you need assistance getting started with Microsoft TEAMS, please contact ITS.

Registration for virtual Concur User Workshops can be found on TrainTraq, thru the SSO. See the attached flyer for more information.



Contact travel@tamuk.edu for more information!