



# TAMUK TRAVEL UPDATE

SEPT 2020

## Travel Encumbrances for FY21

As we work on the close of FY20, please be aware that any encumbrances entered now will impact your accounts and may result in a deficit in FY20. The close of August 2020 and FY20 will take place on Friday, Sept 4th.

**Please do not enter/approve any FY21 encumbrances until Tuesday, Sept 8th.**

## Concur Fee Increase for FY21

With an overall forecasted decrease in Concur Expense Report volume across the TAMU System, the negotiated cost per Expense Report increased to \$6.71. The good news is that Concur is working the TAMU System and as our overall volume increases, we will be able to negotiate on a quarterly basis.

**The FY21 cost per Expense Report (\$6.71) is effective as of Sept 1, 2020.**

## Airfare credits or vouchers due to COVID-19

Friendly reminder that any airfare purchased with University funds is the property of TAMUK and must be used for University Business travel.

**If airfare is not used for University Business travel, the traveler must reimburse the University for the airfare amount.**

## Virtual Concur User Workshops

Concur User Workshops are available on Microsoft TEAMS! For assistance with Travel/Concur, attend a virtual Concur User Workshop. Microsoft TEAMS is a virtual learning/collaboration platform similar to ZOOM and Blackboard Collaborate. With audio/visual capability, we will share our screens and answer your questions in real time! If you need assistance getting started with Microsoft TEAMS, please contact ITS.

To register, go to TrainTraq Course # 2112797 - CONCUR USER WORKSHOP, click on Upcoming Sections, and choose an open section. The Microsoft TEAMS invitation to the virtual Concur User Workshop will be emailed to your TAMUK email address as an Outlook calendar event the day before the workshop.



**TRAVEL TRAINING**  
**Concur User Workshops**  
**FALL 2020 Schedule**

The Concur User 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, basic knowledge of Concur is a necessity. The Concur User workshop covers these topics - Concur Profile, Travel Assistants/Delegates, Travel Requests & estimated travel expenses, Approval Routing paths, Booking Travel thru Concur/CTP, and Expense Reports & attaching documentation. All University Travel flows thru Concur and all employees have access to Concur thru the SSO.

Section	Date	Time
7882	Thursday, Sept 24, 2020	9:00 am – 11:00 am
7883	Thursday, Oct 22, 2020	9:00 am – 11:00 am
7884	Thursday, Nov 19, 2020	9:00 am – 11:00 am
7885	Thursday, Dec 17, 2020	9:00 am – 11:00 am

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The prerequisite course, [TAMUK Travel Policy Training](#), is available on TrainTraq thru the SSO and can be accessed by searching for [Course # 2112567](#). Travel resources are available on the [TAMUK Travel website](#) and via [Concur training videos](#).

If you have specific questions regarding TAMUK Travel Policy or Concur processes, please contact [travel@tamuk.edu](mailto:travel@tamuk.edu).

If you need assistance with Microsoft TEAMS, contact the ITS Help Desk.

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