

Concur's New Look! Updated User Interface

Concur's updated UI helps users easily understand how to get Travel Authorization Requests and Expense Reports submitted and approved. It is focused on three key areas:

- **Usability:** designed to be more intuitive, resulting in fewer errors and higher satisfaction.
- **Efficiency:** optimized task flows to save users time.
- **Accessibility:** developed taking an inclusive approach to design using the SAP Accessibility Standard.

Training Options:

- System Overview and Hands-On Courses - sign up via the [Employee Learning Library](#)
- Quick Sheets and Videos posted on the [Travel Services Website](#)
- Department and group trainings are also available. Please contact [Travel Services](#) to schedule.

University Travel Bans

Both in-state and out-of-state university travel [continue to be restricted](#). It is anticipated the bans will remain in place through December 31, 2020 at a minimum. Exceptions for essential travel require prior approval by your Dean or Vice President.

Please see the [Updated Coronavirus - Travel FAQ's](#) for more information.

Delegate Notes

REMINDER to *track flight credits* from canceled trips. Most airlines have extended the voucher expiration dates.

- Virtual event? When no travel is involved, a travel authorization is not needed.

- New traveler? Review the basics of university travel:

New Employee Travel Training

- What's the Previewer Role?
- Does my college use the Default or the Alternate approval flow?
- What if someone needs a cash advance?
- Are your department's travel approvers up to date?

New Travel Web Forms

The TA web form for non-employee travel has been updated, and there is a new form just for student travel. Forms to change Supervisory Approvals and to add Delegates for data entry and Approving have also been updated.

Check out what's new in Web Forms under "T" for Travel.