

Travel Services News Fall 2021

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A newsletter for university travelers, delegates, and approvers.

Welcome back to travel!

University travel bans were lifted on July 1, and many are planning business trips in 2021-2022. For more on safe travel during COVID-19, see [current CDC guidelines](#) and [Western's International Travel Guidance](#).

New to university travel, or need a refresher after the long travel hiatus?

Review the recently updated [traveler training](#) (recommended annually) and our [Before Travel](#) webpage. Check out our [Concur system quick sheets and end user resources](#).

Introducing Travel Tuesdays! Travel Services will hold weekly "office hours", a drop-in meeting time and open session to answer travel questions, help with real scenarios, and entering Concur Requests and Reports. [Join via Teams Meeting any Tuesday between 9:00 - 11:00 am.](#)

Travel notes

Heard about the Concur mobile app? Create, submit, and approve right from the app, and take photos of receipts to easily create expenses and share receipts with delegates. Western employee travelers also receive a complimentary subscription to [Triplt Pro](#). Learn more: [Concur mobile app instructions](#)

Ready to book? Try the Concur travel booking tool, supported by Christopherson Business Travel advisors. Get support with international trips, group travel, and help when travel plans change. [Learn more about the booking tool and CBT.](#)

Are Airbnb rentals allowed? Yes! Employees need to use their WWU email to book, list all university attendees on the reservation, and know that additional fees like

cleaning fees are included in the room rate. [Read the full guidance here.](#)

Remember that travel expenses, including registration fees, can only be reimbursed after your trip. Check with your department for other purchasing options.

Delegate notes

Now available: Event Requests! Delegates can create a "master" TA Request, add attendees, and create copies for individual travelers. If you don't have the Create New Event Request option, contact Travel Services.

Trip info template: delegates can customize [this trip information form](#) for travelers to provide travel details and aid delegates entering TA Requests.

Reminder to submit a [TA for Non-Employees](#) for all interview candidates needing to travel to campus. More information on candidate travel can be found on our [Interviewee Travel webpage](#).

Which TA should I use? For non-employees (speakers, interview candidates) use the [TA for Non-Employees](#). For contractors, include the travel expenses in the contract. For students (non-employee), use the [TA for Students](#). For all employees, including student employees traveling for their job, authorize via TA Request in Concur.

Questions or need more information? Reply to this email or call (360) 650-3341
