Concur Replaces TEM

Western employee travel will be processed solely in Concur as of June 30, 2020.

Training options:

- System Overview and Hands-On courses – sign up via the Employee Training/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 Ban

Both in-state and out-of-state university travel continue to be restricted.

From the VPBFA Office’s June 19 communication on out-of-state travel: “As we enter FY21 on July 1, we will continue the purchasing, travel and hiring restrictions announced in April, and we urge each budget decision-maker to forward only those requests that are critical.”

The in-state travel ban is in part dependent on the county’s phase of Governor Inslee’s Safe Start Washington plan.

Travel ban exceptions may be approved by your divisional vice president or dean.
The TA web form for non-employee travel has been updated, and there is a new form just for student travel. Check out what’s new in Web Forms under “T” for Travel.

Delegate Notes

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