

## Travel Training and Support Offerings for Winter 2022

Spend time this winter with the UT Travel team and HSC AP to meet Concur for the first time or enhance your current skillset. Core training topics for Request and Expense have been repackaged in scenario-based sessions. Scenarios will focus on specific travel types in a condensed one-hour format, unless noted otherwise. All sessions will be recorded and posted at [Learn More About Concur](#).

**NOTE:** All sessions are scheduled for the **eastern time zone**.

### Concur Open Q&A

Do you have a specific travel event that you need assistance with? Have questions from previous training sessions? If so, this session is for you!

Wednesdays | 2 pm EST/1 pm CST

### Traveling for the University

Learn more about the University's travel system, policy related to travel and the resources available to assist you.

March 21 | 9 am EST/8 am CST

### Centrally Held Cardholder How-To

Intended for travel cardholders using their assigned card to facilitate travel for others, such as guest travelers. This session reviews the process for reconciling travel card transactions using the appropriate expense item types, attaching supporting documentation and resolving alerts.

March 21 | 2 pm EST/1 pm CST

### In-state Travel

Travelers or delegates processing expenses for in-state travel will learn how to claim expenses for day, overnight and mileage only trips, including when and how to claim a travel allowance.

March 22 | 9 am EST/8 am CST

### Out-of-state Travel

Travelers or delegates will learn when and how to submit requests for out-of-state travel and claim (out-of-pocket and travel card) expenses, as well as when and how to claim a travel allowance.

March 22 | 11 am EST/10 am CST

### Travel Card Overview

Open to any individual interested in learning about the University's Travel Card Program and how it can reduce the out-of-pocket burden for employees, guests, and students who travel on behalf of the university.

This non-technical session will discuss the request process, cardholder responsibilities, related policy, and demonstrate its streamlined integration with Concur.

March 22 | 2 pm EST/1 pm CST

## Registration

Enroll by visiting the [Concur Topics](#) and/or [Concur Open Q&A](#) areas of the K@TE learning management system. Zoom details will be provided in the confirmation email.

## Preparation

Have a working knowledge of the University's [FI0705 – Travel](#), [FI0531 – Travel Cards](#) and related [policies](#).

## Additional Training

View recorded sessions and access curriculums, [tiny.utk.edu/LearnAboutConcur](http://tiny.utk.edu/LearnAboutConcur).

## HR128 Credit

All sessions, with the exception of Open Q&A sessions, are eligible for credit. Attendance records will be updated as soon as possible.

## Questions

Browse for answers to most frequently asked questions in the UT Travel knowledge base, [travelfaq.tennessee.edu](http://travelfaq.tennessee.edu).

**Group Travel**

Intended for travel entry professionals (delegates) processing travel for student or employee groups. This session will discuss creating bulk requests, tracking submissions, benefits of a travel card and tips on processing expenses.

March 22 | 3:30 pm EST/2:30 pm CST

**Guest Travelers**

Intended for individuals tasked with managing travel for guests to the University, including non-employed students and designated guest travelers. This session will discuss aspects of managing guest travelers and demonstrations will cover onboarding and managing guests via IRIS in preparation for booking and processing travel in Concur.

March 23 | 9 am EST/8 am CST | 1.5 hrs.

**Tips from the Processor Team**

Interested in learning how to 'return proof' your expense report? Want to learn tips on speedy travel reimbursements? Join members of the UT Processing Team to gain insight on improving your submissions.

March 23 | 11 am EST/10 am CST

**Concur Open Q&A**

Do you have a specific travel event that you need assistance with? Have questions from previous training sessions? If so, this session is for you!

March 23 | 2 pm EST/1 pm CST

**Concur Essentials for Travel (booking) Entry**

Travelers and delegates interested in using the Concur Travel (booking) service provided by World Travel. In this session, attendees will realize the benefits of using Travel, review the basics of making travel arrangements (airfare, car rental, lodging), learn best practices and how to troubleshoot common problems.

March 23 | 3:30 pm EST/2:30 pm CST

**Conference Travel**

Travelers and delegates will learn the details of preparing for conference travel, including collecting required documentation, requesting approval and guidance on claiming expenses.

March 24 | 9 am EST/8 am CST

**Lodging Alerts and How to Avoid Them**

While lodging is a frequently claimed expense, creating the report line item can be challenging with unique lodging scenarios, receipt itemizations and built in compliance based on University travel policy.

March 24 | 2 pm EST/1 pm CST

**Canceled Trip, Now What**

You've planned, received approval and booked your accommodations but just learned the trip is canceled – now what? Join this session to learn how to cancel accommodations and claim expenses related to a canceled trip.

March 24 | 3:30 pm EST/2:30 pm CST

**International Travel**

Travelers and delegates will learn approaches for preparing for international travel with your campus office, submitting a request to travel, and claiming expenses, as well as benefits of using a travel card and the Concur mobile app.

March 25 | 9 am EST/8 am CST

If you have questions about training or need additional assistance, please contact Keysha Fuller at [kfulle19@uthsc.edu](mailto:kfulle19@uthsc.edu).