

BENEFITS OF USING CONCUR & THE TRAVEL CARD

OVERVIEW

Concur is UConn's new online travel booking tool. It will allow you to request pre-approval for travel, book travel, and easily complete your expense report for quick reimbursement. Concur also affords you the peace of mind knowing you are covered under the University's Duty of Care system.



LIST OF BENEFITS OF CONCUR/TRAVEL CARD

1. Streamlined travel process that offers a 'one stop shop' for formal pre-approval, travel booking, expense & reimbursement.
2. Automatic feed between Request and Expense modules – requiring minimal manual entry.
 - Request header will automatically copy into the Expense header, including Account string details.
3. Mileage calculation integration using Google Maps.
4. Per Diem will automatically calculate based on dates and location of travel.
5. Access to negotiated discount rates with major vendors (e.g. lodging and car rental vendors.)
6. Key Travel will review international airfare reservations based on your selection in the travel booking module to ensure Fly America Act compliance.
7. During flight delays or cancellations Traveler can contact the dedicated Key Travel team directly to get quick and easy assistance with rebooking.
8. Convenient mobile apps for managing your itinerary, approving requests/expenses (as a supervisor or FO), capturing receipts, and receiving travel alerts.
9. Reduces traveler's need for cash advances and out-of-pocket expenses by using Travel Card for travel related expenses.
10. Automatic feed of Travel Card charges into Concur for easier expense processing by minimizing manual data entry and foreign currency conversion, as well as quicker reimbursements for the traveler.
11. Easier to ensure compliance as travel policies& procedures are built into the system using automatic audit rules.
 - No more out of policy flights and hotel reservations
 - Receipt requirement indicators
 - Automated approval workflow
12. Accurate tracking for unused tickets, including reminders as unused tickets are approaching expiration.
13. Travel preferences stored in profile
 - Rewards numbers
 - Seat & meal preferences
 - Hotel room type preferences, including accessibility needs,
 - And more...