

# Relaunch of Travel

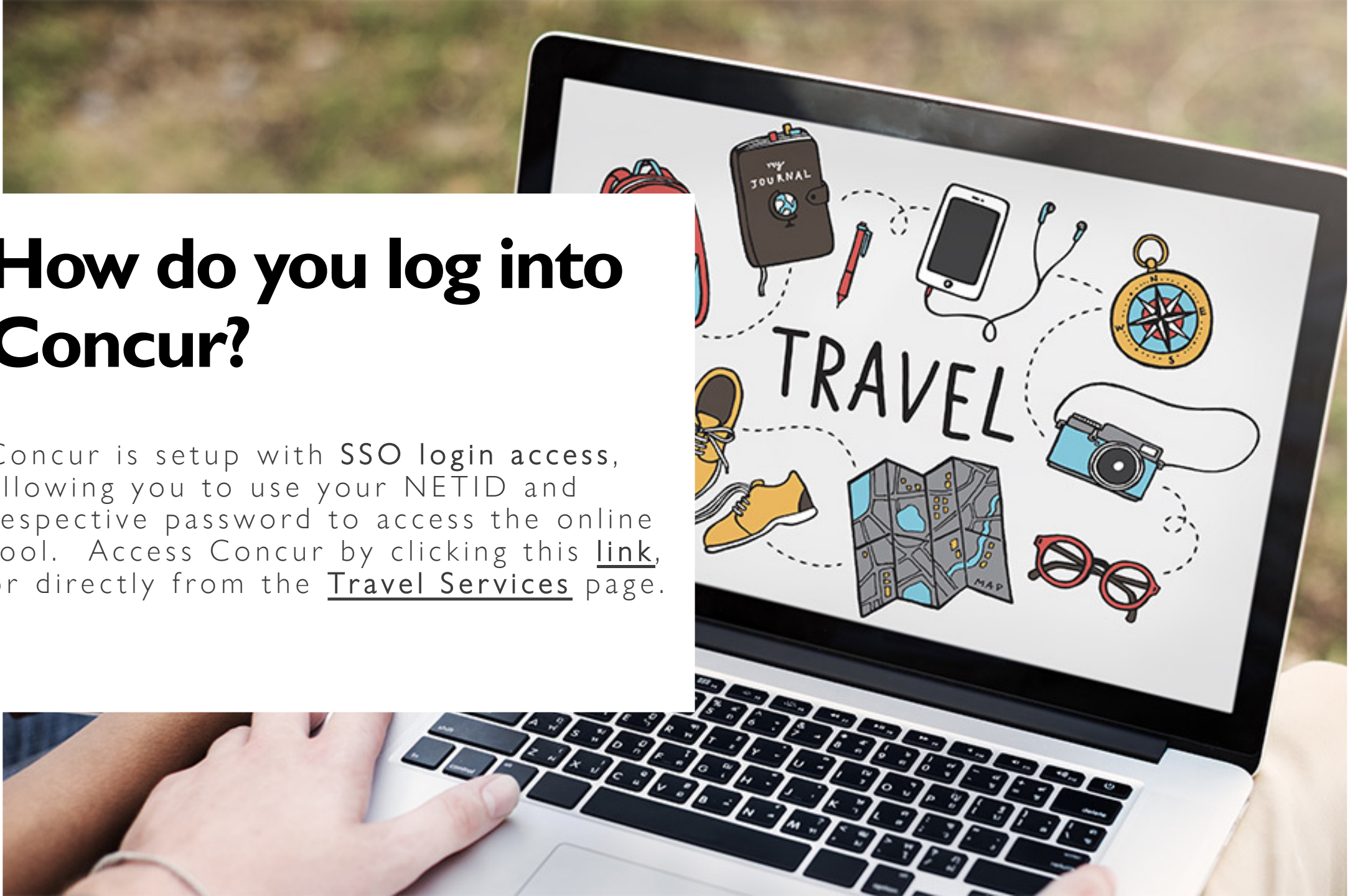
[HTTP://WWW.TRAVEL.UCONN.EDU](http://www.travel.uconn.edu)

[travel@uconn.edu](mailto:travel@uconn.edu)



# How do you log into Concur?

Concur is setup with SSO login access, allowing you to use your NETID and respective password to access the online tool. Access Concur by clicking this [link](#), or directly from the [Travel Services](#) page.





## Need information or instructions on Concur?

UConn specific Concur training material, such as: process/instructional documentation, FAQ's (compiled from our various training sessions), Recorded Training Sessions, and e-learning modules – all can be found in the Training and Resources section of Travel Services page, or by clicking this link directly.



# Have you requested your UConn Travel Card?

UConn Travel cards can be used to pay for Airfare, hotel, car rental and other travel expenses. Travelers can use their own personal cards if they prefer not to request a UConn Travel card.

To obtain a University Travel Card, a traveler must complete online [Travel Card Training](#), achieving a score of 85% (or greater), print your certificate of completion, and then complete the [Travel Card Request Form](#) (attaching the Travel Card certificate) which will automatically route for approval. More information relating to the UConn Travel Card can be found at <https://travel.uconn.edu>, from the [Travel Card](#) section. Travel cards usually take approximately 14 days to arrive at UConn via mail.





# Can you travel?

Refer to the [UConn Domestic Travel Reopening FAQs](#) for updates on the UConn travel reopening plan.

International Travel remains under a travel suspension until further notice.

For those that may be incurring unusual expenses due to COVID-19 restrictions/cancellations/changes, etc., refer to the [CoronaVirus Related Expenses](#) section, available on the UConn Travel page: <https://travel.uconn.edu>.



# Let's welcome Anthony Travel!

University of Connecticut has engaged Anthony Travel as our new full-service travel management provider with our own dedicated agents. **Anthony Travel** is a national leader in university & athletic travel management. They currently serve over 80 institutions of higher education.

Group bookings are also now handled by Anthony Travel. More information can be found here: [Group Booking Process](#).

Unused tickets | UConn business tickets previously issued by **Sanditz**, and **Key Travel** should be exchanged by contacting our **Anthony Travel dedicated agent**.

UATP | The University is in the process of consolidating unused tickets from **American Airlines**, **Delta Airlines**, **United Airlines** and **Southwest Airways** to one UConn credit that can be used any UConn traveler on UConn Business. More to come once this process is finalized.



## Contact Information:

Anthony Travel dedicated agent - Shannon Haley

Phone: (860) 325-2558

Email: [UConnCampusTravel@anthonytravel.com](mailto:UConnCampusTravel@anthonytravel.com)



# Travel Discounts and Perks!

The University of Connecticut has entered into rate agreements with several travel providers. These rates are available to be booked Online via Concur or via Phone/Email by contacting Anthony Travel, UConn's Travel Management Company, to book with our dedicated agent. For a list of local hotels please see [UConn Travel Rate Agreements](#).



# Travel News!



## Car Rental Shortage

- We encourage travelers to reserve car rental bookings as early as possible due to the **car rental inventory shortage** which is currently affecting Travel industry. If you encounter a sold-out situation in Concur when trying to book, please contact our dedicated Anthony Travel agent to request assistance.



## Passport Processing Times

- As you can imagine, more travelers are noticing their passports need to be renewed and the U.S. State Department and Postal Service are **struggling to keep up with the demand**. If you have plans of international travel in the next 12 months, please review your passports and ensure that you have at **least 6 months beyond the date of travel** and/or if your passport is set to expire in the next year, start the renewal process now.





# Concur Tips

## + Traveler Type

- Traveler types in Concur are fed into the system directly from Core-CT. To find out what the **traveler type** is listed in Core-CT, users can go to the Concur home page and click 'Start a Request' from the quick menu 'New' to check to see what the correct traveler type is as currently listed in Core-CT. After finding the information remember to cancel the request.

## + Travel Requests

- Airfare, Hotel and Car rental estimates must be added to the **segments tab** of any Concur Pre-approval Request for trips that will include those types of expenses, regardless of if UConn is paying for the expenses or not.





# Concur Tips

## + 120 days limit on reimbursement

- To avoid having to reimburse the University for University Travel Card transactions or being denied reimbursement for out-of-pocket expenditures the employee must submit an expense report in Concur before 120 days after travel is complete.

## + Personal car mileage

- Personal Car Mileage reimbursements require the deduction of commute. Ensure that you click the **deduct commute checkbox** (also click the **deduct roundtrip commute checkbox** if you are both departing and returning home on that day).





# Concur Tips



## Allocations

- The Allocation feature allows you to allocate/charge selected expenses to multiple KFS accounts.



## Itemization

- Itemization allows you to break down the costs on a specific receipt. **Hotel expenses require itemization** to break down the room rate, taxes and any other nightly charges. Itemization can also be used to mark a portion of an expense as Personal/Non-Reimbursable



## Object Codes

- Object codes have been mapped to Expense types in Concur. Travelers **do not** need to enter an object code in any fields in Concur.



# THANK YOU

[HTTP://WWW.TRAVEL.UCONN.EDU](http://www.travel.uconn.edu)

[travel@uconn.edu](mailto:travel@uconn.edu)



# UConn

