

May 6, 2011

Travel: What You Need to Know...and Do

As you know, Concur Travel & Expense was implemented on Monday, May 2, 2011.

For domestic trips you now have the choice of either working online (using Concur Travel for 24/7 booking) or working directly with a professional travel agent (at Christopherson Business Travel). For international trips you'll work with Christopherson.

Please help yourself and others in your department by reviewing – and taking action, as appropriate – on the following items:

- **Travelers:** Update your **Concur Profile**, including verifying your **name**. You can learn how to do this – and why it's so important – by reading our [Step-by-Step Guide](#). Your name in your Profile must match the government-issued ID that you present at the airport. If your Profile name (as imported from HRMS) does not match your ID, you need to update your Profile.
- The traveler's **HRMS Supervisor** will also receive emailed itineraries for the traveler. Supervisors who do not want to receive these emails can write a rule in their email client to automatically redirect the messages. Information on writing email rules will be shared in a future issue.
- Know your **SpeedType**. You'll need it to complete your booking...whether that's done online in Concur Travel or over the phone with Christopherson Business Travel.

For information about **TAs** and **ISOS**, see separate articles in this issue.

TAs vs. Trip Approval

As of May 2, you can't create new Travel Authorizations (TAs). You can still see and use the TAs you created before May 2.

Note that a TA and approval to travel are 2 different things. We were able to eliminate the administrative burden of obtaining a TA because now your Concur Profile enables you to work directly with either Concur Travel or Christopherson Business Travel.

You **always** need department approval to travel before you book a trip. How you obtain this approval varies, so you should follow your department's specific procedures.

Friday, May 13 Deadline

Last day to submit PO/SPO Requisitions for purchases requiring documented quotes.

Concur Travel Training Continues

You can find out what you need to know and do for travel at a [Concur Travel Training session](#). We are continuing to schedule short (90-minute) sessions at each campus, every month through the end of the summer.

Identifying Travel Arrangers

If you book trips for other employees, you need to be identified as a travel arranger in the [Profile](#) of each of your travelers.

If you are the **primary** travel arranger for an employee, you will receive emailed copies of his or her itineraries. (You'll find the trip SpeedType printed at the top of each itinerary.)

Note: The [Travel Arranger form](#) makes it easy to identify one or more travel arrangers who work on behalf of many employees.

ISOS – In Perspective

ISOS is a global tool for tracking travelers. It is used by University Risk Management (URM) to facilitate intervention in cases of emergency.

Most University travel is covered with University funds. Tickets are purchased either online in Concur Travel or through an agent at Christopherson Business Travel. The resulting itinerary information is automatically made available to URM. You do **not** enter information in ISOS if you've already used Concur Travel or Christopherson to book the trip.

But what about zero-dollar (no cost to University) travel? When another entity is covering the cost of a University trip, we need to have another way of providing itinerary data to URM. That other way is to enter the itinerary directly in ISOS. (Note: Although the "I" in ISOS means "international," you should also enter your zero-dollar out-of-state trips in that system.) So: If zero-dollar trips are part of your University travel plans, please refer to our short [Step-by-Step Guide on ISOS](#).

CCi Year-End Deadlines

If you plan to purchase office furniture using FY2011 funds, be sure to read this year's [memo from CCi](#) (Colorado Correctional Industries). The memo details ordering deadlines in order to ensure that you receive your products by June 30.