travelND Newsletter

As a travelND user, you are receiving this email to keep you up-to-date on the travelND tool.

Coming - September 6, 2022

As mentioned in our previous newsletters, changes are coming to travelND/Concur. Please visit our webpage to get up-to-date.

Mark Your Calendar!

In preparation for the upcoming changes to the travelND/Concur system on September 6, we are offering several training demo sessions. The Zoom training demo sessions are open to all. The dates are listed below, you can simply click on the link next to the date to mark your calendar. The schedule is also listed on our website with the Zoom link. If you are not able to attend a training demo session, you can learn at your own pace by reviewing our training guides and videos.

August 16th - 2:00 - 3:30 Add to Google calendar

August 17th - 10:30 - 12:00 Add to Google calendar

August 22nd - 10:00 - 11:30 Add to Google calendar

August 24th - 2:00 - 3:30 Add to Google calendar

August 25th - 3:00 - 4:30 Add to Google calendar

In the training demo sessions, we will introduce you to the new travelND/Concur user experience. The demos will include the following:

- Home page look and navigation
- Manage Expense page navigation
- Expense report navigation and creation
- Itemizations
- Allocations
- Adding Attendees
- Reviewing and submitting an expense report

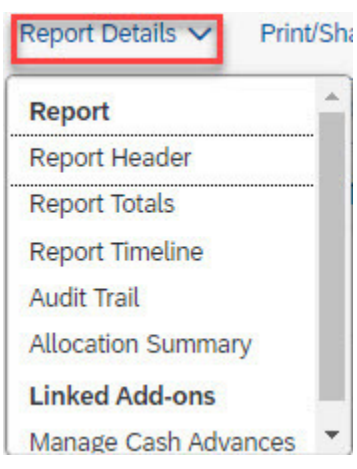
---

travelND/Concur New User Interface Preview

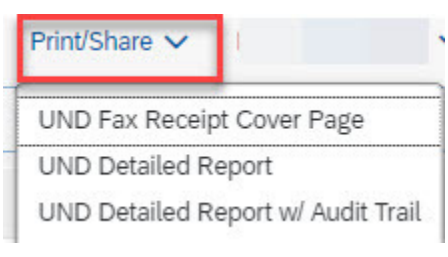
Expense Menus

When you open an expense report the **Expense Menus** are slightly different:

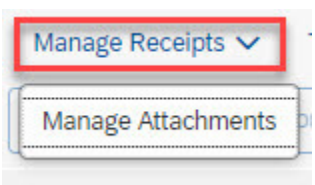
On the **Report Details** menu, most options are the same as the current menu. The **Report Timeline** option shows approval flow and comments.



The **Print/Share** menu, the options are the same as your current menu. On the **Detailed Report** screen, review the details, and then click Print.



Under the **Manage Receipts** menu, use **Manage Attachments** to attach report-level images and view all images.

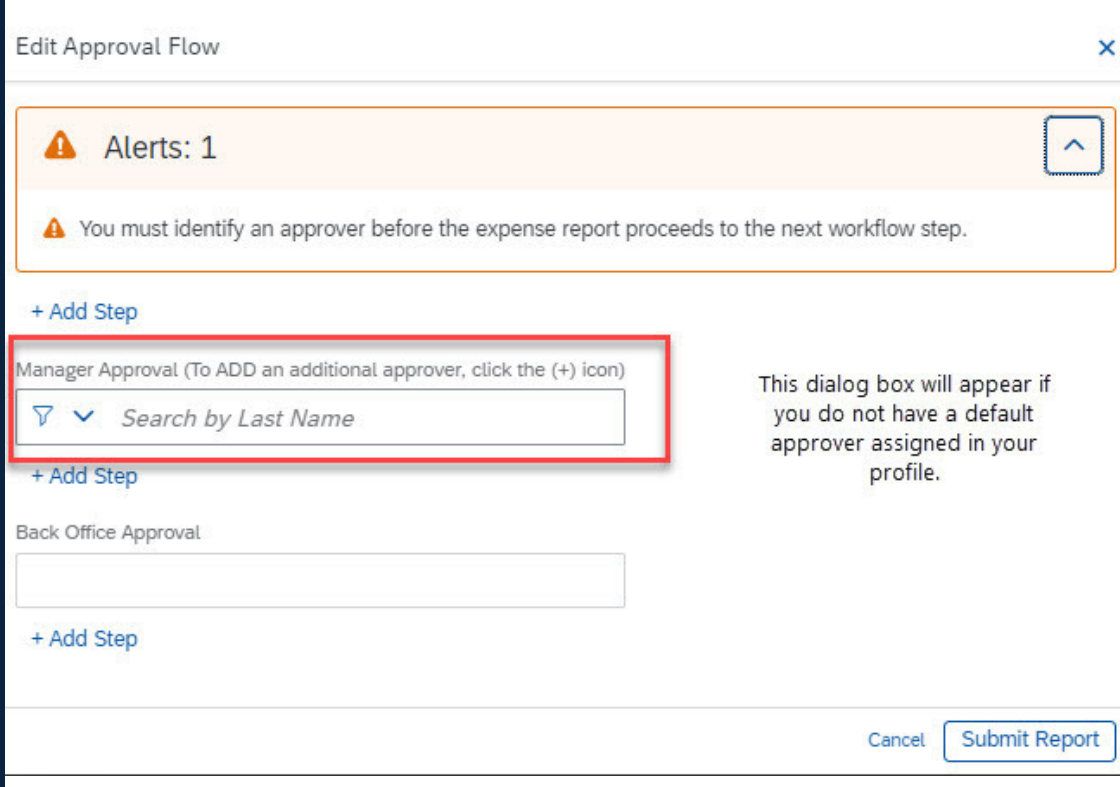


The **Travel Allowance** menu has the option to create and edit your per diem itineraries.

Submitting an Expense Report

When submit your report the **Report Totals** window appears and looks slightly different from the current view. As usual you will review the information for accuracy, and then click **Submit Report**.

When you submit an expense report the dialog box to add approvers appears if you do not have an approver set in your profile. The dialog box looks different but has the same functionality. As usual, you will need to add a manager approver in the available box before you can submit the expense report.



Adding Attendees

In the new user experience, attendees are no longer managed on the request's **Expenses** tab. Attendees are managed on a separate page, the **Attendees** page, providing more workspace for attendees and making the experience cleaner and less confusing. Please refer to the quick reference guide for step-by-step instructions. A video showing how to add attendees to a business meal and how to add attendee groups to your profile can be found on our website as well.

UNIVERSITY OF NOTRE DAME

Procurement Services
travel@nd.edu
574-631-4289