



## **A message about travel:**

Greetings UA Travel Community,

Over the last year, the University has been transitioning to the new Concur travel system. We appreciate the helpful feedback that many have provided during this time to help implement and improve the new system.

The goal is to fully transition to Concur by February 1, 2020. There are some important dates between now and then we wanted to let you know about:

- Travel & Expense Management (TEM) is being discontinued effective November 15, 2019. The failing TEM system is no longer supported by the vendor and costs the University additional money and resources to maintain.
  - TEM Travel Authorizations – Do not use TEM for travel that begins on or after November 1, 2019. The preferable option is to use Concur.
  - TEM Expense Reports – The final processing date is November 15, 2019. TEM expense reports processed after October 1 will need to manually add the applicable per diem.
- New University travel regulations are scheduled to take effect November 1, 2019 for all travel occurring on or after November 1, 2019. If you've transitioned to using the Concur system for your travel, you have already converted to the new travel regulations. For those who have been processing travel on paper or in TEM, you will need to convert to the new regulations as of November 1, 2019 even if you are still using a paper processing method. Once you start using Concur, the system will help you apply the new regulations.
- Employee paid individual travel cards (the old travel cards) are being discontinued as of November 1, 2019. If you still have one of these cards, please complete the new UA travel card application and training to receive a UA paid travel card and begin using the Concur travel process. In addition, if your department travel card (used for airfare) is no longer needed, please work with your card administrator to close the account.
- As of February 1, 2020, all UA employees should be using the new UA travel process, including the new travel regulations, the new UA travel card, and the Concur system.

If you haven't transitioned to the new travel process, please contact your campus travel department and sign up for training. For questions, travel information and resources, please visit the UA Travel Website at [alaska.edu/uatravel](http://alaska.edu/uatravel) or contact your campus travel department. Thank you.

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