**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/T-CARD**

1. Streamlined travel process that offers a ‘one stop shop’ for pre-authorization, booking, expense & reimbursement.

2. Automatic feed between Request, Travel, and Expense Management modules – requiring minimal manual entry.
   - Request segments will automatically copy into the Travel search criteria.
   - Request header will automatically copy into the Expense header, including Account string details.


4. Per Diem will automatically calculate based on dates and location of travel.

5. Access to negotiated discount rates with major vendors (e.g. airline, lodging, and car rental vendors.)

6. Key Travel will review international airfare reservations to ensure Fly America 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. Automated risk management through Duty of Care available for all travelers who have booked using the Concur Pre-Approval module (or forward an itinerary to plans@concur.com).

10. Reduces traveler’s need for Cash advances and out-of-pocket expenses by using T-CARD for travel related expenses.

11. Automatic feed of T-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.

12. 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

13. Accurate tracking for unused tickets, including reminders as unused tickets are approaching expiration.

14. Travel preferences stored in profile
   - Rewards numbers
   - Seat & meal preferences
   - Hotel room type preferences, including accessibility needs,
   - And more...