

Concur Travel Management System Rollout

Eastern Washington University is pleased to announce a new online travel management system. Over past few months your central finance and IT teams have been working to implement the Concur Travel Management System (TMS) which provides the following benefits:

- Online system available 24/7
- Modern technology with a familiar web-based look and feel
- Improved functionality including robust reporting capabilities
- Workflow approval processes for travel authorization and expense reimbursement
- Eliminates the need to collect, manage and store paper receipts and reports

Training opportunities will be provided in convenient formats to ease the transition:

- Online tutorials
- Training and User Guides
- Classroom training
- Open labs for drop-in questions
- EWU Travel Accounting Help Desk

We will roll out the Concur TMS using a phased approach.

- Business & Finance – pilot group in Nov – Dec 2017
- Existing Banner TEMS users – next phase beginning winter 2018
- Paper form users – last phase beginning spring 2018
- Banner TEMS will be phased out by July 1, 2018

More information regarding the roll out plan will be provided in the coming weeks.

Thank you,

Tammy Felicijan
Associate Controller, Operations & Compliance