

Concur Travel Management System (TMS) is EWU's travel system used to manage travel authorizations, cash advance requests, and expense reimbursement processes. This electronic system streamlines the travel process for a more efficient and user-friendly web-based experience.

We are now beginning our larger campus rollout of the Concur Travel Management System. Concur replaces the current TEMS electronic system, as well as the paper-based system. As we move forward with this rollout, it is essential that we have the support of the travel coordinators and delegates to assist with adoption in each of your units.

You will receive hands-on classroom training to learn how to enter a travel request with all the required components, enter an expense report post-trip, and submit these reports for approval. You will also see how the approval process works. Once trained, you will be required to use the Concur system for all your travel requests and reporting.

There are numerous tools available to assist you with Concur, including online videos and guides within the system, as well as travel guides listed on the [Travel Accounting website](#).

The first round of training sessions are for travel coordinators. Once all travel coordinators are trained, you will be able to assist us with adoption among the travelers and approvers in each of your units. You will have the skills to assist your travelers and approvers to navigate and function within Concur. After all travel coordinator sessions are complete, we will open additional sessions for the rest of your units as needed.

Listed below are the classroom sessions currently available to you. There is a limit of 12 seats per session. Please sign up for one of these sessions through the [training scheduler](#) as soon as possible.

Date	Day	Time	Location
4/19/2018	Thursday	10:00 am	Cheney Campus
4/25/2018	Wednesday	10:00 am	Cheney Campus
4/30/2018	Monday	2:00 pm	Cheney Campus
5/7/2018	Monday	2:00 pm	Cheney Campus
5/9/2018	Wednesday	10:00 am	Cheney Campus
5/10/2018	Thursday	2:00 pm	Cheney Campus
5/15/2018	Tuesday	10:00 am	Cheney Campus
5/23/2018	Wednesday	10:00 am	Cheney Campus
5/25/2018	Friday	10:00 am	Cheney Campus
5/30/2018	Wednesday	2:00 pm	Cheney Campus

As always, the Travel Accounting office is here to offer assistance and to answer your questions.

Thank you for your participation and support in our rollout of the Concur Travel Management System.

Tammy Felicijan

Associate Controller, Operations & Compliance