

about Concur/eTravel *program profile*



Concur/eTravel is a program to be used by all Texas A&M University System members for travel authorization request, booking travel, and submitting travel expense reports for reimbursements. Concur/eTravel will help you better manage your travel by allowing you to monitor the travel process online. Travel reimbursement will be quicker due to the fact that all travel information is in one system.

All travel must use the Concur/eTravel System when it is in live production.

Implementation scheduled for April 2012.

how will it help me?

Concur/eTravel allows you:

- To choose your favorite airline;
- To use your personal credit card;
- To store your frequent flyer program information;
- To exchange or reissue a ticket; and
- To resolve any issue with your travel that might occur (*You can call a Concur-Shorts travel agent 24/7.*)

Mobile applications are available for Blackberry, iPhone, and Android devices.

transition process

Because this is a new way that we will be working with travel, there will be continuing training provided to all departments/units for all areas. Here is what we have done so far:

- Conducted several Concur demo sessions via Centra to AgriLife Research and Extension departments/units.
- Continue to conduct Concur demo sessions via Centra until Concur is ready for use.
- <http://www.tamus.edu/offices/travel>
- FAQs: <http://agrilifeas.tamu.edu/library/pdf/travel/concur-faqs.pdf>

Since the project developers are still working on the final stages of this system, your feedback is critical. Please let us know what else we should provide to our departments/units as the TAMUS Concur project team.

For any questions or suggestions you may have, please call

Shiao-Yen Ko <s-ko1@tamu.edu> at 845-4778 or Kim Payne <kpayne@ag.tamu.edu> at 845-4764.

how can we help you?