



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

### TOPIC: Travel Updates

DATE: December 16, 2021

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Nicole Lack, Senior Director & Chief Procurement Officer, Accounts Payable & Travel

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Accounts Payable & Travel would like to inform you of the following update:

- The Concur user interface will be updated on December 23, 2021! Improvements were implemented to make requesting travel and expense reporting quicker and easier.

While you'll notice a change of layout, everything you need to complete your request and expense report is still there; but the experience should be more intuitive and simpler to navigate. Please visit the [Concur Travel web page](#) for updated guides and travel information.

- UEI funded travel will now go through the Concur system for **Request Approvals only**. Please follow the steps below to request UEI funded travel.

#### **UEI FUNDED TRAVEL- Concur Steps:**

- Check with your department to see if there are any internal requirements prior to submitting request in Concur.
- Within the Comments section enter the following information:
  - Confirmation that you have completed the CSU-mandated vaccination attestation. (This attestation confirmation means that you are either fully vaccinated or in the University's COVID-19 testing program due to an approved exemption).
  - Indicate the request is UEI funded and include the UEI account number
  - Estimated budget
- Create one estimated expense line for Liability/Unfunded, enter \$0. The request should be for zero dollars.
- Attach appropriate travel information e.g., conference information, etc.
- If needed, attach a Travel Policy Exception Justification form (ex. driving in lieu of flying, nightly hotel rate exceeding \$275).

- The request must be reviewed and approved by the Dean (Academic Affairs) and Provost/Vice President. Steps will be entered by budget approver or supervisors.
- Once final approval step is complete, Traveler will save a PDF version of the Concur request, (\*CSU-Request Printed Report), showing approvals to send along with a completed [UEI Travel Request and Claim form](#) to UEI for review and approval. The approved UEI form may then be attached to the Concur request. UEI Forms page. <https://uei-sp.uei.csus.edu/about/forms/>

**Contact Information:**

If you have any questions or concerns about this notice, please contact us at [sacstatetravel@csus.edu](mailto:sacstatetravel@csus.edu), ext. 86476. For any UEI specific questions, please contact your UEI [account administrator](#).

**Still need to complete a Concur Training?** See the Concur website for current dates and times. To register email [sacstatetravel@csus.edu](mailto:sacstatetravel@csus.edu) with you selected training date.