

# UAF Travel

## Friday's Concur Tips, Tricks, & FAQ's

14 June 2019

Happy Friday all!

Today's Concur Tips & Tricks: Closing/Inactivating Trip Requests & \$0.00 Cost Expense Reports

### Closing/Inactivating Trip Requests:

Once the traveler is certain that no more expenses will be generated from this trip request, it is useful to close/inactivate the Request. This clears up the trip request screen which makes it a bit easier to review their upcoming trips.

The screenshot shows the SAP Concur interface for a request with ID 37N4. The request is for a 'SAP meeting' in Kansas City, MO, from 08/30/2018 to 08/31/2018. The status is 'Approved' with an amount of \$509.00. A red arrow points to the 'Close/Inactivate Request' button in the top right corner of the request details area.

A closed Request will no longer be visible from the Active Requests screen. To view a Request that has been closed, click **View** and select Closed/Inactivated Requests.

The screenshot shows the 'Active Requests' screen. The 'View' dropdown menu is open, and 'Closed/Inactivated Requests' is selected and highlighted with a red box. The main table shows a list of requests with columns for Request ID, Status, and Request ID.

| Request ID | Status   | Request ID |
|------------|--|------------|
| 36U6       | Approved   | 02/11/2    |
| 3RV7       | Submitted & Pending Supervisor Approval - Test, Supervisor Approver1 | 11/12/2    |
| 3WFP       | Approved   | 11/05/2    |

**Please Note:** Once this action is taken, expenses can only be submitted against that Request if you contact the OFA Travel Office to have it reopened.

UAF Travel Department, Office of Finance and Accounting  
Lead Travel Program Administrator, Tamara Bell: 907-474-2413  
Travel Auditor & Processor, Jessica Slavik: 907-474-5118  
<https://alaska.edu/uatravel/>



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### \$0.00 Cost Expense Reports:

What is meant by a \$0.00 cost Expense Report?

- No expenses will be reimbursed to the traveler
- No expenses were paid by UA using a University paid form of payment

There is no need, or ability in Concur, to complete a \$0.00 cost Expense Report. Save yourself some time and effort and, after the trip is complete, just close/inactivate the Request.

**FAQ:** When will the UAF travel website be updated with Concur information?

**A:** Currently, the UAF OFA website is undergoing updates to move it onto the new OA. Once complete, our website will have helpful information for travel processed through our offices. Until then, you can visit <https://alaska.edu/uatravel> for information on Concur. This is the general travel website for all of UA. You can also still visit our current website, <https://uaf.edu/finserv/finance-accounting/travel/> for information on travel processed in TEM or paper.

Please feel free to disseminate these tips and tricks to your travelers! And, as always, reach out to us with any questions or concerns (no matter how small they may seem). Let us know if there are certain questions you are receiving regularly. We'd be happy to add the answers to the Friday Tips & Tricks. If you or your travelers are asking, then others probably are too.

Thank you for all that you do!

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