November 14, 2013

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. 14-21
Delivered via Campus Email

To: Faculty and Staff

From: Cory Bradford
    Senior Vice President for Business Affairs

Re: Concur/Travel Updates

The Texas A&M University System, including Prairie View A&M University recently signed a renewal contract with Concur for three years. With the renewal, there are a few module changes and system updates:

- The first major update that will benefit users the most is a decrease in the cost per expense report. The current rate of $7.58 will decrease to $7.20. This new pricing was effective for expense reports posted to FAMIS after 9/1/2013.

- Concur is in the process of implementing a new pre-trip module. The new module looks and functions very similar to the previous expense report module. You will be able to estimate on all expense types rather than just the four current categories. The new pre-trip will populate an expense report with all fields without the need of duplication of the entry. The routing issues will be addressed and the pre-trip module will allow departments the ability to route pre-trip authorizations based on the same routing as expense reports with an option to include approvers/supervisors. An implementation date has not been established yet but we will keep you posted on this as news becomes available.

- Concur Open Booking has also been implemented. Open Booking allows you to make reservations directly with vendors outside of the Concur system while still being able to access all of your plans through your Concur itinerary, and also through Tripit Pro which is provided to all TAMUS Concur users. While there are many benefits to making reservations through Concur, we realize sometimes that it is not always feasible, such as when trying to obtain discounts directly from the vendor that aren’t available to the general public.

- Concur is still the preferred method for booking reservations.
For more information on **Tripit Pro** and **Open Booking**, please contact the Travel Office. If you have questions regarding Concur; or if you need new or refresher travel training, please contact the Travel Office.

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