



Concur Expense Software

Why are we changing how we process expenses?

Dominic LoTempio
Procurement Services
A Division of Business Services



Does this sound familiar?



- ☑ Manual data entry to ledger
- ☑ Policy compliance challenges
- ☑ Disconnected processes
- ☑ Lost receipts, missing detail
- ☑ Cumbersome approvals
- ☑ Lack of visibility into spend
- ☑ Lack of reporting/analysis

Divergent Goals

Faculty and Staff want

- Easier, more flexible booking
- Better travel experience
- Painless expense reports

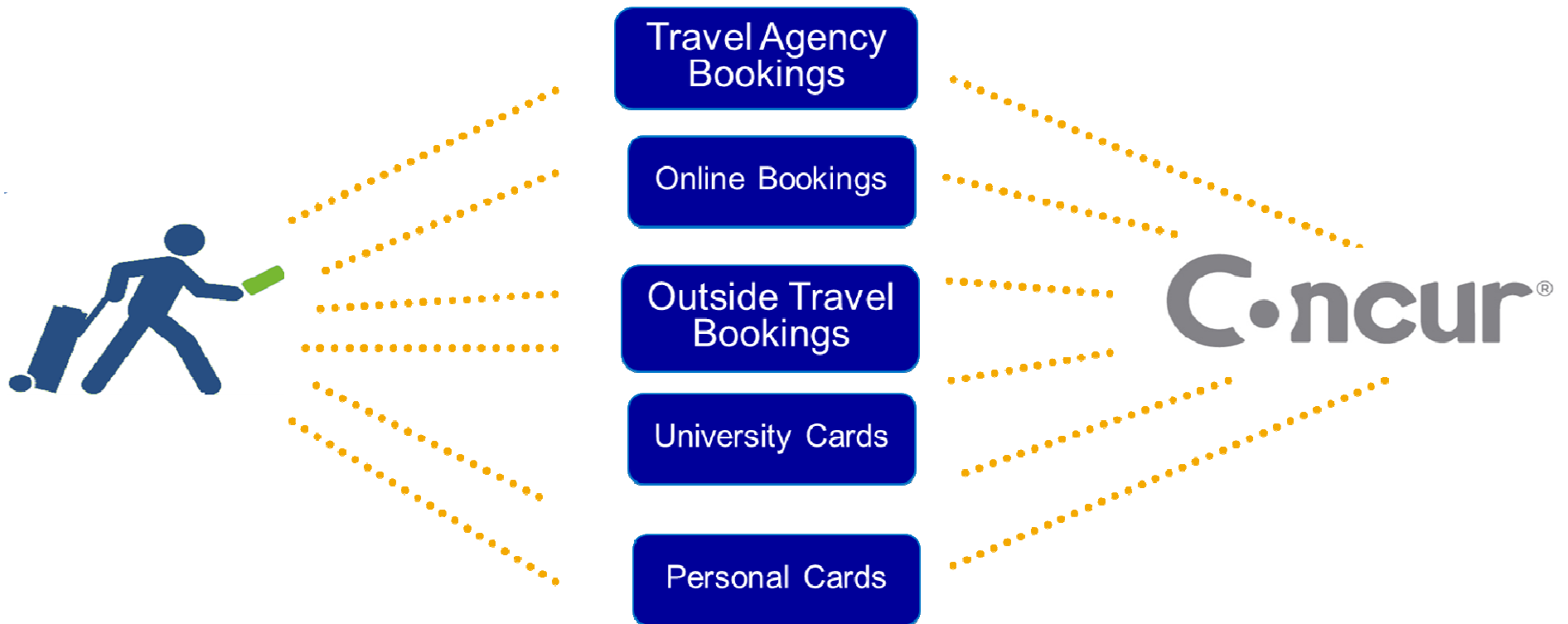


While the Administration Wants

- More accurate data
- Policy adherence
- Cost savings

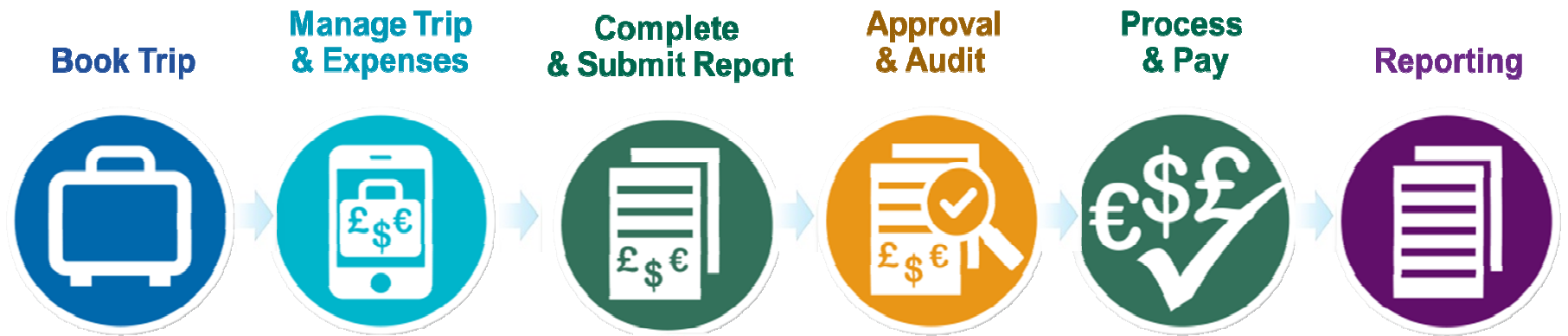


Capture all data...



...while simplifying the process!

Future State



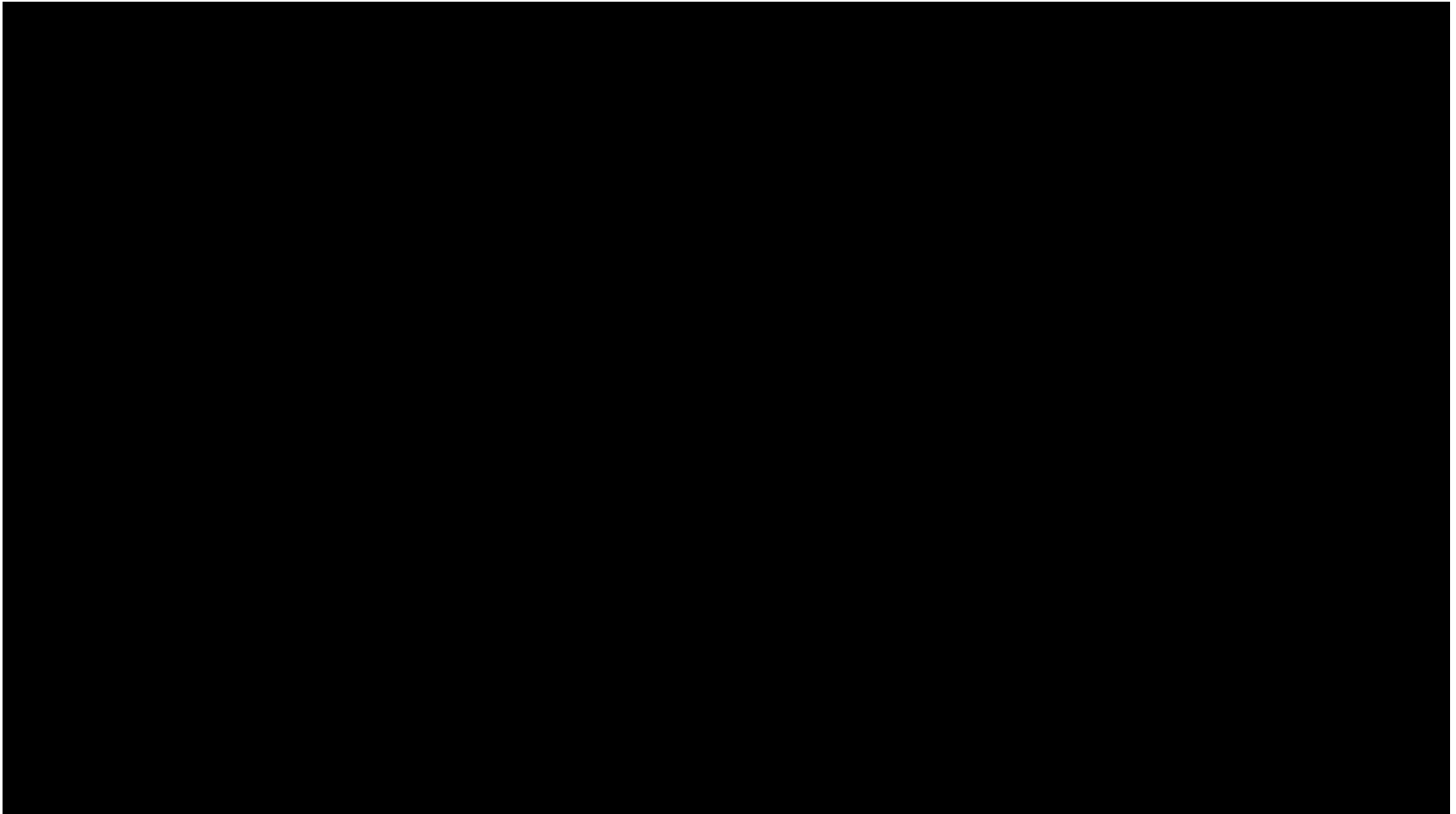


Benefits of Concur

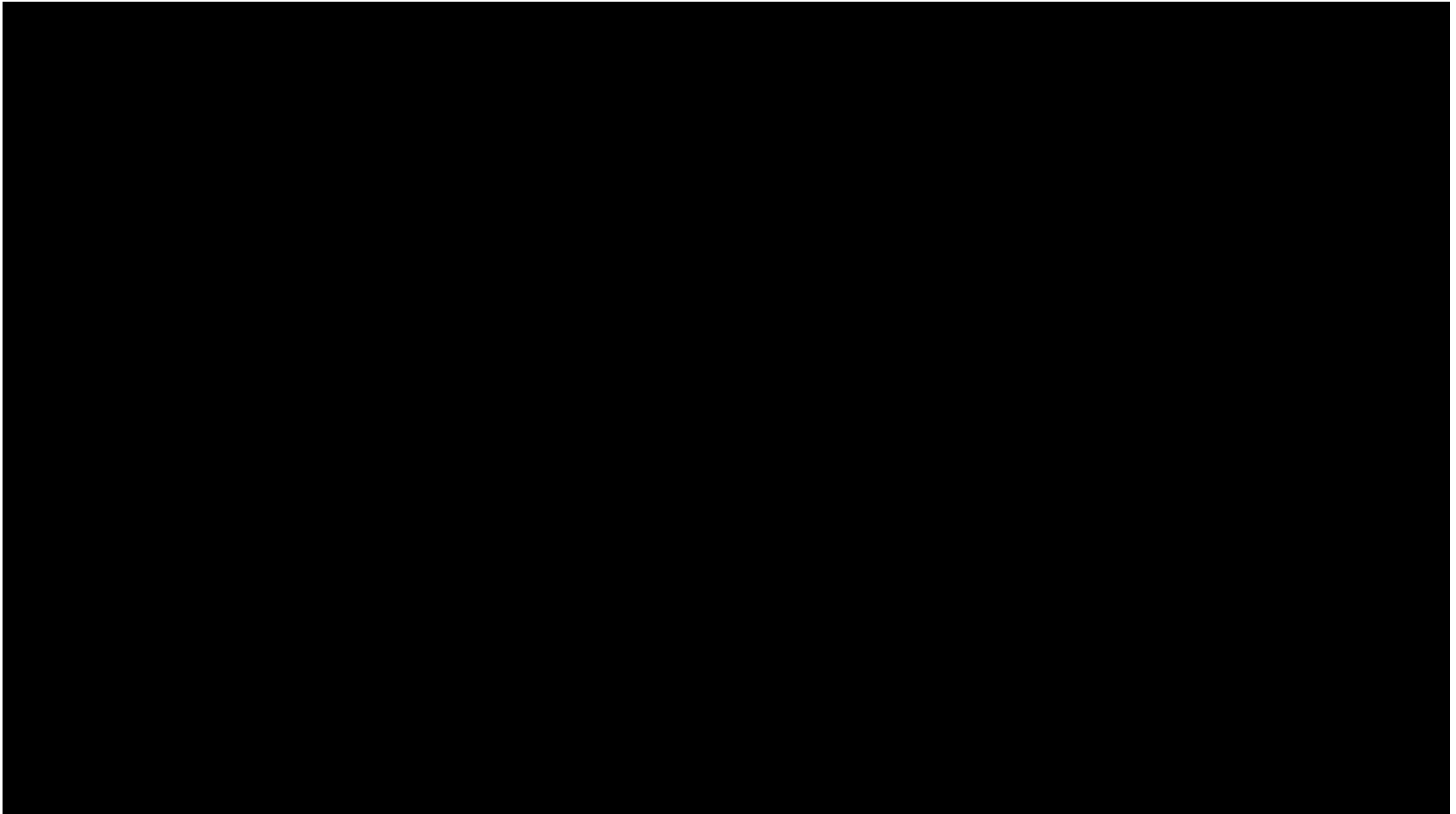
- Ability to capture data no matter how travel is booked
- Increased efficiency and productivity savings
- Improved policy compliance
- Reduced paper and cost
- Mobile functionality



How Concur Works



Concur Demo Video





Timeline: we expect to roll out this summer



TRAVEL WITH

the travel
team
Inc.



*Go with
Confidence*

Stephen Russell
Business Development Manager
716.862.7662 – srussell@thetravelteam.com

Sharon Guariglia
Account Manager
716.862.6578 – sguariglia@thetravelteam.com

Stephanie Petrie
Business Systems Manager
716.862.7632 – spetrie@thetravelteam.com

 **University at Buffalo** The State University of New York

AGENDA:

Benefits of Booking with TTT

- For UB/Administration
- For Travelers

UB's Travel Portal

Concur Travel → Expense

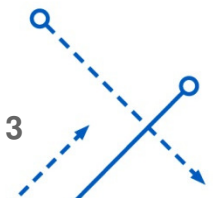
Questions?

University & Administrative Benefits

- Reporting & Industry Guidance
- Cost Controls
 - University & Agency Discounts
 - Unused Ticket Tracking
- Policy compliance support
- Concur Preferred Partner
- Duty of Care
 - Risk Messaging
- Centralized billing
 - Agency fees will be billed to UB

Traveler Benefits











- Comprehensive travel profile
- Every major airline at your fingertips
 - Southwest – “Wanna Get Away” fares
- Unused Ticket Tracking
- Online Assistance
- Dedicated International Team
 - Visa & Passport assistance
- Risk Alerts
- 24/7 Travel Support



Welcome to the University at Buffalo Travel Portal

The University at Buffalo Travel Portal is your "go to" place for leisure, sports, group, and University travel. Make your travel experience easy with valuable links such as flight check-in, flight delay status, weather, and carbon-footprint tracking. We even have a special link to put you in touch with deeply discounted leisure travel services. We will continue to add valuable links to make this site a convenient place to visit when traveling!

■ Travel Tools

 Travel Booking	 Online Checkin & Baggage Fees	 Passport Requirements	 Travel Guides	 Currency Converter
 Weather	 World Clock	 International Dialing Codes	 Co2 Calculator	 Traveler Information

NEED TRAVEL ASSISTANCE?

Have a question? Need help making a booking? Let us help.


Call our partners at The Travel Team, Inc. at 1.877.592.3555


QUICK LINKS

- [About Exclusive Travel Specials](#)
- [Click Here for Discounted Travel Specials](#)



CONCUR Travel Expense Reporting App Center Help


Profile 

 **University at Buffalo**
The State University of New York

Hello, William

+ Start a Report	+ Enter Reservation	+ Upload Receipts	00 View Trips	00 Available Expenses	00 Open Reports
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TRIP SEARCH





For assistance with online bookings, please call The Travel Team at 716-332-6507 or Toll Free 877-313-4362.

For agent assistance as it relates to International travel, exchanges, or other agent needs, please call the University at Buffalo Team at 716-332-6500 or Toll Free 1-877-633-6782.

Mixed Flight/Train Search

Round Trip | One Way | Multi City




From 
Departure city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

To 
Arrival city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

Search

[Show More](#)

ALERTS

-  **Triplt** creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to **Triplt**. [Connect to Triplt](#) Not right now
-  You haven't signed up to receive e-receipts.  [Sign up here](#)

COMPANY NOTES

***** Concur Travel Status - Click here to check if Concur is experiencing any performance issues *****

Welcome to The Travel Team's robust, online booking service. This site has been configured based upon the travel policies of the **University at Buffalo**.

We ask all Travel Team business travelers to access their profile online and add or modify their travel information and preferences. These updates will be synchronized with the Travel Team reservation system within minutes. This will allow our counselors immediate access to your most up-to-date information, ensuring you receive the very best in travel selections and services.

[Read more](#)

MY TRIPS (0)

You currently have no upcoming trips.

FACTS & STATS

Or, tell us in your words what you want to do

Making the travel buying process easier:

Content from every major airline

Indicates preferred suppliers

Policy reminders

Offers more affordable options

Southwest “Wanna Get Away” fares

BUFFALO, NY TO LOS ANGELES, CA
TUE, APR 18 - FRI, APR 21 Show as USD - ▾

Hide matrix Print

	JetBlue	American Airlines	Multiple	Delta	Southwest	United
All 313 results	Preferred					
1 stop 296 results	426.00 78 results	328.60 33 results	358.10 70 results	363.60 101 results	413.90 12 results	496.60 2 results
2 stops 17 results	526.68 17 results	—	—	—	—	—

Selected Fare

JetBlue 05:35a BUF → 12:23p LAX

United 07:00a LAX → 06:00a BUF

Warning ✕

This option breaks one or more company travel rules. We will log this choice if you choose to purchase it.

⚠ Please select a reason for not booking the lowest airfare

Remove ✕

\$730.89

[Show all details ▾](#)

JetBlue	05:35a BUF → 01:23p LAX	1 stop JFK	10h 48m	\$426.00
	10:00p LAX 05:43a BUF	Nonstop	4h 43m	
Preferred Airline for UB Show all details ▾				

JetBlue	04:20p BUF → 10:49p LAX	1 stop JFK	9h 29m	\$426.00
	10:00p LAX 05:43a BUF	Nonstop	4h 43m	
Preferred Airline for UB Show all details ▾				

<u>Wanna Get Away</u>	Visit Southwest	\$126.95
Anytime	Visit Southwest	\$584.55
Business Select	Visit Southwest	\$612.55

But that's not all...

Unused Ticket Tracking

- In tool & by agents

BUFFALO, NY TO CHICAGO, IL
TUE, MAY 16

Hide matrix Print

Carrier	Ticket Number	Credit	Expiration Date	Notes
UNITED	7183129360	\$907.10		undefined
DELTA	7190017116	\$495.80		undefined

118 results

Unused tickets available	—	1 tickets	—	1 t
2 tickets				

Templates, Clone Trip & Share Trip

Travel Details

TRIP OVERVIEW

I want to...

- [Print Itinerary](#)
- [E-mail Itinerary](#)
- [Open in Outlook](#)
- [View Trip History](#)
- [Create Template](#)
- [Clone Trip](#)
- [Share Trip](#)
- [Cancel Entire Trip](#)

Trip Name: Trip from L
Start Date: March 15, 2017
End Date: March 15, 2017
Created: January 13, 2017
Description: (No Description)
Agency Record Location:
Ticket Number(s): 5262
Passengers: Chynna Ch
Total Estimated Cost: \$

Push reservations into expense reports

MY TRIPS (1)

FEB 14-17 Trip from Boston to Dallas

More +

Status x

Needs Expense Report Ticketed

[Expense this trip](#)

[Cancel this trip](#)

Service Status (North America)

QUESTIONS?

THANK YOU!

Stephen Russell
Business Development Manager
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