Concur is a comprehensive travel booking and expense management reporting system.

One seamless user interface that integrates travel authorization, booking, and expense functionality.

Gives travelers the freedom to manage their itineraries – 24/7.

Eliminates the traditional expense report by automatically reconciling what was booked with what was actually spent.
eTravel

MY CONCUR
(Travel Booking Tool)

SHORTS TRAVEL
(Agency)

EXPENSE

AUTHORIZATION
REQUEST AND
APPROVALS
(Pre-trip)

TRAVEL EXPENSE
VOUCHER
(Online)

e-RECEIPTS

ELECTRONIC
APPROVALS
(Routing Online)

MOBILE
APPS
Replacing Official Travel Request (OTR)

No more paper documents

Traveler processes Authorization Request (AR) on-line via eTravel module in Single Sign On

Traveler can designate a delegate (one time only) to create the AR on their behalf

Traveler must submit their own AR in order to have electronic signature and route to supervisor for approval

Once AR is authorized, it encumbers funds. All data from AR moves to expense voucher. No need to re-enter trip data.

If foreign travel is involved, President will be the final authorized approver
Hotels * Flights * Car Rentals

Once trip is authorized traveler may:

• Book local and international flights
• Make car rental reservations
• Reserve hotels
• Similar to using Expedia, Travelocity, etc.
• No travel Agent required if booking online – unless large group travel (10+)

Once all reservations are complete, traveler is ready to go on trip.
While on trip, Traveler can access:

http://www.tripit.com

Mobile Apps:
- Automatically imports itinerary
- Gives travelers the freedom to manage their itineraries
- Gate numbers, updates with delays
- Hotel information
- Integrates with your GPS, etc.

Mobile App is free!
When Trip is complete (traveler or delegate)...

• Can start the expense reconciliation report with one click.

• E-receipts are sent for inclusion in expense reports if using TAMU-CC credit card. Other personal credit cards may or may not have this feature available.

• Once expense report is complete Traveler will submit for approvals
• Approvers will be able to track, correct, and approve expense reports electronically no matter their location via Single Sign On

• When approved, expense reports will load into FAMIS and post to accounts faster and provide quicker reimbursements
• Will provide and deliver comprehensive, client specific travel management services faster and cheaper
• Online booking fees will be included with total amount charged to credit card
• Group travel requires travel agent. Applicable fees may apply
<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airline Online booking fees</td>
<td>$ 2.00</td>
</tr>
<tr>
<td>Car Reservation only</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Hotel reservation only</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Flat fee for booking</td>
<td>$ 2.00</td>
</tr>
<tr>
<td>combination of airline, car rental, lodging</td>
<td></td>
</tr>
<tr>
<td>Concur Expense Report</td>
<td>$ 7.58</td>
</tr>
<tr>
<td>Event</td>
<td>Dates</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Communication rollout for eTravel</td>
<td>Nov - Dec 2011</td>
</tr>
<tr>
<td>Electronic Routing &amp; Workflow Setup</td>
<td>Jan - Feb 2012</td>
</tr>
<tr>
<td>Traveler preferences entered into My Concur</td>
<td>March 2012</td>
</tr>
<tr>
<td>Train department users on Expense Reports and Pre-trip Authorizations</td>
<td>March 2012</td>
</tr>
<tr>
<td>Departments begin entering reservations and online travel approvals</td>
<td>April 2012</td>
</tr>
<tr>
<td>Credit card downloads begin to post daily to travel expense reports</td>
<td>April 4, 2012</td>
</tr>
</tbody>
</table>
HAPPY TRAVEL FEET

SEE YOUR TRAVEL TRAINED LEVEL MANAGERS FOR ASSISTANCE
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRACIE OLALDE</td>
<td>825-2749</td>
</tr>
<tr>
<td>DAVID DAVILA</td>
<td>825-2616</td>
</tr>
<tr>
<td>RUBEN GONZALEZ</td>
<td>825-2777</td>
</tr>
</tbody>
</table>

Our Services - Your Future
THANK YOU