Concur New Version of Travel Training

Purchase, Pay & Travel

Travel & Expense Management

February 18, 2025

University of Pittsburgh

Important

- The presentation will be recorded. All Zoom participants will receive an email with the link to the recording. The recording will also be available on the Purchase, Pay & Travel website following the session.

- All participants are automatically muted on Zoom to avoid any background noise throughout the presentation.

- Enter any questions into the chat feature of Zoom throughout the presentation.

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On Today's Call

Anthony Travel

- Crystal Timmerman-Director of University Business Travel

Purchase, Pay & Travel

- Emily Duchene – Purchasing Services – Travel Program Manager
- Tammy Nolan – Manager, PPT Customer Service
- Caitlin Mutkus- PPT Communications Specialist

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Today's Agenda

1. **Introduction and Welcome**
   - Introduction
   - Overview of today's agenda
   - Brief overview of Concur Travel and its importance to the organization
2. **Key Features of the New Version**
   - Enhanced User Interface and Navigation
   - Streamlined Booking
3. **Benefits of the New Version**
   - Increased Efficiency and Time Savings
   - Simplified Travel
   - Improved Compliance and Policy Enforcement
   - Enhanced User Experience for Travelers and Admins
4. **Demonstration**
   - Live demonstration of the new interface
   - Walkthrough of key functionalities and features

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Contact Information

- Purchase, Pay & Travel Customer Service
  - Submit an online inquiry or call 412-624-3578 (4-3578 or HELPU)
- Travel Card Administrator
  - For the status of an application or other questions specific to the University OneCard, email pittcreditcards@cfo.pitt.edu
- Emily Duchene – Purchasing Services – Travel Program Manager
  - Email educhene@cfo.pitt.edu or call 412-624-4398

Training Resources

- Concur New Travel Training
- Training Reference Guides
- Frequently Asked Questions | Purchase, Pay & Travel | University of Pittsburgh
- Additional resources can be found on Purchase, Pay and Travel website, ppt.pitt.edu

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Questions