DATE: October 29, 2013

TO: Financial Services Certification Course Participants

FROM: Gracie Olalde, Card Services Coordinator/Travel Coordinator

RE: Enhanced Authorization Request in eTravel/Concur

PLEASE NOTE: Enhanced Authorization Request will be known as “TRAVEL REQUEST”

TARGET IMPLEMENTATION DATE: On or around January 2014

FEATURES:

1. Request allows attachments
2. At any point ad hoc approvals can be added and it doesn’t impact the original expense routing.
   a. This will be helpful for those that liked the supervisor approving but the supervisor is not on the e-office. Or
   b. For special travel such as foreign and you want the Dean or VP to approve but they don’t want to be in the everyday e-office approvals.
3. Request is available on the mobile app as long as you are not using virtual desks
4. Encumbrance liquidation will be tighter
5. Users will see a “Request” tab instead of having to know to go under “Expense” so more user friendly
6. Approvers can change accounts.
   a. If the account is within the original department/sub department, routing will continue.
   b. If account is changed to a different department, the routing will start over.
7. Back office can recall Travel Request for a traveler
   a. Routing will no longer be based on supervisors in SSO
   b. But will be based on funding like the expense report
   c. Routing for Request will now be based on Dept/Sub Dept and not the employee’s adloc
8. Allocations can now be done for all expense types instead of just the four categories

Any questions, Please contact travel@tamucc.edu