

## **Business Process Advisory Group – September 13, 2019 – INSCC Room 110**

### **Attending:**

Carl Larson, FBS	Cindy De Dios, SOD
Cynthia Garcia, FBS	Dalynn Bergland, PHCEU
Darrin Robertson, FBS	Dawn Ashment, LIB
Fae Larson, NURS	Fred Erickson, IA
Glendon Mitchell, FBS	Heather Holly, FBS
Hedy Hu, FBS	Heidi Slack, FBS
James Steffan, MBM	Jared Olney, PED
Jim Urry, FBS	Joshua Nutter, CHEM
Judy Chan, FBS	Kelly Peterson, FBS
Kori Wetsel, FBS	Leanna Mower, MINES
Linda Jensen, OPHTH	Lisa Candler, PHCEU
Lois Barlow, SOM	Lori McManus, HCI
Marcia Cook DeWolf, P&A	Mark Nielsen, NBA
Megan Whittaker, CON	Michelle Addison, MUSIC
Omar Jaimes, CFA	Pam Hofmann, MGEN
Paul Johansen, LAW	Randi Ruff, FBS
Robin Holt, COH	Ruby Steele, BIOEN
Sara Wilson, BUD	Scott Patten, FBS
Shaun Delliskave, WLC	Shaylyce Mays, PHARM
Stacey Condie, SOC	Susan Shult, UIT
Tanis Garcia, COMP	Teresa Moss, PHARM
Terrie Parker, CMES	Thanh Trieu, BIOCH
Tiffany Baires, COE	Tiffany Obonnon, PHARM
Vicki Nielsen, FBS	

### **Travel FILS**

Eight new reports have been added to the **Financial Information Library**. These reports deliver expense data for uTravel Conur trips. The criteria for the reports can be Activity, Project or Org. This criteria can also be delivered by month or Fiscal Year. They are located in the Travel folder of the **Financial Information Library**.

## **Concur Tips and Tricks**

Darrin Robertson discussed several items to help when using the uTravel Concur application

- Put all email addresses the traveler may use in the application
- Travelers can update their profile to indicate who can plan and approve their trips
- Approvers can reassign who can approve on their behalf when they are on vacation
- Set the Mobile pin to activate the SAP Mobile app.
- Per Diem was demonstrated.
- An FAQ page is being created
- Adding an “Integrated Expert” in departments to help travelers with their questions.
- Travel will come to your department to meet with Travelers. (prefer twelve or more) Please contact Darrin Robertson to schedule: [darrin.robertson@utah.edu](mailto:darrin.robertson@utah.edu)

## **Sole Source Process and ePR**

Guest Lecturers and Performers are typically a Sole Source bid. Sole Source requests can be entered into UShop or ePR. The method for using ePR to do this can be found [here](#).

*Next BPAG Meeting – October13, 2019*