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**

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 – October 13, 2019