



It seems as if the semester just started and here we are at Thanksgiving. I do appreciate the cooler temperatures and the beautiful fall foliage, but where has the year gone?

The Travel Office has several important, time sensitive reminders and updates that I wanted to communicate before everyone departs for the holiday.

- Multi-factor Authentication for the Concur Booking Tool
- Changes to American Airline Contract
- Anthony Travel Holiday Schedule
- Office Hours Scheduled
- Updates to Spend Authorizations and Expense Reports

Multi-Factor Authentication for the Concur Booking Tool

As of **Wednesday, October 18th** two-factor authentication (2FA) is required when accessing Concur Travel (through www.concursolutions.com). Any user using basic authentication (Login ID & Password) to sign into Concur Travel must enroll; this applies when using either web or mobile.

Instructions from SAP Concur using **the Microsoft authenticator app** to access Concur Travel are available at <https://travel.uark.edu/resources/documents/two-factor-authentication.pdf>. The guide contains instructions for using multiple authenticator apps, but **Microsoft** is preferred. Instructions are provided for either your phone or your desktop for setup.

Changes to American Airlines:

American Airlines will be terminating the contract between University of Arkansas, and many other Higher Education institutions, effective January 31, 2024. The change in the AAdvantage program may prompt several changes within our current UAF Travel Policy. However, the most immediate issue is that we only have name changes available on unused tickets until January 31st. **After that, all unused tickets remain with the traveler.** To use these tickets, travel has to be ticketed by the January date. Please contact Anthony Travel for any ticket changes needed.

An updated Anthony Travel - Unused Ticket Report will be sent to the Budget Officer or Department Head early next week. Please review the report for any American Airline flights that can be ticketed by January 31 or if there are United Airline tickets that will expire on December 31, that can be refunded. There is a \$125 charge to refund a non-refundable ticket.

Anthony Travel Holiday Schedule:

Agents will be available, but on a limited basis for these days.

Thanksgiving (Thursday) – November 23, 2023

Thanksgiving (Friday) – November 24, 2023

Christmas Eve (Friday) – December 22, 2023

Christmas Day (Monday) – December 25, 2023

New Year's Eve (Friday) – December 29, 2023

New Year's Day (Monday) – January 1, 2024

Updates to Spend Authorizations and Expense Reports

I am excited to announce an update/modification to the Business Purpose on Spend Authorizations and Expense Reports. Workday Support Services has modified the Business Purpose on Spend Authorization and Expense Report so that you will only see the Expense Items that are relevant to the Business Purpose selected. This has taken the guess work out of what Expense Item to use for that specific Business Purpose.

Business Purpose

Search

- ATTENDING CONFERENCE | Conference/Seminar to receive training or professional development (CI-09)
- EXTERNAL MEETINGS OR EVENTS | Attending college fair, recruiting and advancement event, research travel, etc. (CI-02)
- HOSTING CONFERENCE | Sponsoring or hosting a conference, seminar or training program for other organizations (CI-09)
- INTERNAL MEETINGS OR EVENTS | Attending University Meeting, Internal Training Event, Fieldwork, etc. (CI-02)
- NON-EMPLOYEE TRAVEL | Guest of State, External Committee Members, candidates, student competition travel, student athletic event, Board of Visitors etc. (CI-02)
- NON-TRAVEL | Expense purchases not related to travel (CI-02)
- Other (TBD)
- PRESENTING AT CONFERENCE | Presenter or keynote speaker at a conference or seminar (CI-02)
- RECRUITMENT EVENT - OFFICIAL | Athletics Recruiting (CI-02)
- RECRUITMENT EVENT - UNOFFICIAL | Athletics Recruiting (CI-02)
- VICINITY OR IN-STATE MILEAGE | Mileage for local travel, research, errand, etc. (CI-02)

For example, if **Non-Employee Travel** is selected as the Business Purpose, only the expense items containing “Official Business” will be available for selection. This should reduce the number of send backs for selecting incorrect Expense Items or requiring more documentation to verify if the correct Expense Item is being used.

Please be aware that there are two Business Purposes that are specifically for Athletics. These are required for compliance and reporting to outside governing agencies. If an expense report is submitted using one of these Business Purposes and is not using an Athletics worktag, it will be sent back for you to select a different Business Purpose.

The Business Purpose of “Other” should rarely be used and the memo or justification fields should contain detailed documentation of why it was selected.

This is still a work in progress, so you may see some tweaks here and there without advance notice. This is expected to move to production on Tuesday, November 21, 2023. More formal documentation from Workday Support Services will be coming soon.

Have a safe and wonderful Thanksgiving!