Business Manager Meeting
TRAVEL UPDATES

November 20, 2014
Recent Developments

• Concur & CAT in the News
• Concur User Interface Transition
• PLOG Revisions – Testing in Process
• Enterprise/National Rental Program Update
• Ebola Protocol Report/Travel Restrictions
Concur acquired by SAP

- Announcement made September 18th
- SAP is an industry leader in data management
- Expected technological improvements

CAT acquired by Direct Travel

- Announcement made October 23rd
- Campus contact info does not change
- Expected to enhance CAT’s technology and systems
Concur User Interface Transition

- Updated look & feel
- Task-specific navigation
- Campus pilot group assisting with review
- Coming January 2015!
PLOG Revisions

What it is:

• Reference document for hotel and traveler.

• Contains confirmation#, reservation info, and last 4 digits of actual card used for payment.

What it is not:

• Payment to the hotel. This is meant to help the traveler at check-in, not pay for the room.

• A receipt. Hotel folios are still required.
Tips for Traveler is the Hotel says they don’t have the PLOG

• Name of hotel employee CAT spoke with is on the itinerary.

• Don’t try to solve the issue at check-in. Give the hotel a personal card and then call CAT back in your room and they can switch the charges.
Enterprise/National Program Update

- **Consistent billing!** Direct Bill functionality now exists for both Enterprise & National on reservations booked through CAT or Concur.

- **Bypass the counter at check-in!** Emerald Club participants may now synch their membership info with their Concur profile.

- **Audit Recovery!** Recent review of YTD Institute rental invoices has resulted in a recovery of more than $1400 in billing overages from Enterprise. Funds will be credited back to departmental accounts. More is expected as audit validation process is concluded.
Ebola Protocol/Travel Restrictions

- Discussions have occurred with departmental Vice Presidents.

- Child Albany Travel has been instructed not to ticket to restricted countries. As a further precaution, reporting has been developed to identify airline tickets requested for travel to these countries.
Ebola Protocol/Travel Restrictions

- Rensselaer has a website dedicated to updating the campus community: [http://www.rpi.edu/ebola/](http://www.rpi.edu/ebola/)

Currently restricted countries:
Guinea, Guinea-Bissau, Sierra Leone, Mali, Liberia, Senegal, Democratic Republic of the Congo, The Gambia, Cote d’Ivoire (Ivory Coast), Benin, Ghana, Togo, Burkina Faso
Approvers Can Now Change Expense Types!

We are working on configuration and testing and will let you know as soon as ready.