

Concur News Update - March 2024

New! Concur User Interface Update

Concur has updated their user interface. Beginning Monday, March 11th, you will notice a different look and feel to Concur as you log in to use it. Although it will look different, the functionality has not changed. The main difference you will notice is that the menu at the top of the home page is now consolidated into a single drop-down menu. Please see the [Concur Menu Update](#) guide if you need assistance using the new menu.

New! Meals and Incidentals Per Diem

As mentioned in the [Travel Policy Changes and Mileage Reimbursement Rates Effective January 1, 2024](#) memo, a location based per diem rate for meals and incidentals is now being used for travel within the contiguous 48 states. For step-by-step instructions on how to enter meals and incidentals per diem on your expense report, please reference the [Meals and Incidentals Per Diem](#) guide.

Drop-In Travel Assistance Sessions

Travel Operations is conducting [drop-in travel assistance sessions via Zoom](#) at 2:00 pm on the 4th Wednesday of every month through the end of May. These sessions are a great opportunity to get all your travel questions answered at once!

Useful Dates and Deadlines

- February billing cycle dates are 01/26/2024 – 02/26/2024
- March billing cycle dates are 02/27/2024 – 03/25/2024
- P-Card reconciliation is always due the 10th of the month or the next business day if the 10th falls on a weekend or holiday
- To view all of the billing cycle dates for FY 2023-2024, please see the [Billing Cycle Dates Handout](#).

Delinquent Transactions

Division	Number of Individuals	Number of Transactions
IT	15	255
HRDI	2	4
AA	65	812
A&F	11	99
SA	29	531
UA	7	25

If you have not reconciled your past due transactions, your card is subject to suspension. Please note, this is the total number of transactions for the entire campus. It is not the number for a specific employee.

If you have any questions, please send an email to [eBusiness](#). Thank you!

Resources

- [Travel Website](#)
- [Contracts and Procurement Website](#)

Contact Information

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