

# UAF Travel

## Friday's Concur Tips, Tricks, & FAQ's

12 July 2019

Today's Concur Tips & Tricks: The Importance of Booking your travel in Concur.

There are a multitude of reasons to use Concur and CTM to book your airline tickets. These include:

- The booking tool is integrated with travel request and expense reports for ease of use and processing.
- The booking tool is the University's standard business practice as described in University Regulations
- The booking tool provides measurable discounts on Alaska Airlines, Delta, and Ravn airlines. These discounts are shared by the State of Alaska and are volume-based. The State has recommended adoption of a booking tool to obtain these discounts on previous legislative audits.
- As it concerns travel on federal funding, not obtaining discounts is a violation of Uniform Guidance 2 CFR 200.474 Travel Costs. There has always been a basic principle that you can give the feds a better deal, but not a worse one than everyone else.
- On non-federal funding sources, we are all fiduciaries of public funds.

See the attachment included with today's newsletter on becoming more proficient at this.

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