



Owl Trek Breaking News

NEWS FROM TRAVEL / FINANCE & ACCOUNTING

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Attention KSU Travelers

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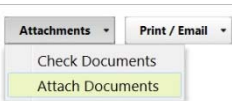
New Feature from Travel

We want to keep you up-to-date on featured upgrades as well as technical issues that impact your use of the TMS Concur system. Beginning with this Breaking News item below, you can expect to receive a monthly newsletter with travel tips, resources, and helpful information.

As we move forward with this initiative, we would love to have your feedback and suggestions. Feel free to email us at travel@kennesaw.edu.

Travel Request Attachments

We can now **attach documents to the Travel Request** in Concur. Add due diligence documentation, invitations to present, estimates/cost comparisons, additional information to support the business purpose for the trip, or any other documentation required by your approver. It works very much like the "Attach Receipts" tool in the travel expense report.



Simply click the "new" attachment button; and select "**Attach Documents**". Then browse, select the appropriate file, and upload.

After the Travel Request has been approved, use the "**Check Documents**" selection to refer back to the attached documents.

Watch for updates to the Travel Request Job Aid on the Travel site, Documentation & Job Aids.

