WAYNE STATE
UNIVERSITY

Travel Wayne

TravelWayne New User Interface Overview

Agenda

- Key Dates
- What is <u>not</u> changing
- What <u>is</u> changing
- Things to Remember
- Resources
- Questions & Answers

Key Dates

▶ September 7th – September 30th – Microsoft TEAM's training sessions. Calendar/links available on travel.wayne.edu/ui

▶ October 1, 2022 – New User interface turned on

  ▶ No action required by users

Why is this change happening?

▶ This change is not a WSU-driven update, but rather our technology partner, Concur/SAP, has made global updates to their product.

▶ The intent is to provide consistency between Travel Requests and Expense reports, improve the overall look and feel, give users more room to work and provide easier access to the most used features.

What is not changing?

- Travel Policy

- Underlying process – Travel Request, Travel booking, Expense Reports

- Approval Process

What is changing?

- Travel Request receiving a major overhaul

- Updated navigation for adding items to Requests/Expense Reports, receipt images, audit trail

- Terms
  - Travel Request Segments are now Expected Expenses
  - Approval Flow is now called Timeline

Travel Request

- Visually similar to the current UI Manage Expense screens
- The term "Segment" is now "Expected Expenses"
- Removed the following fields from the Request Header
    - Student Travel Award?
    - Guest?
    - Student?
- Updated navigation for adding items, images, audit trail
- Required fields are marked with a red asterisk instead of a red band
- Most actions (copy, delete, close, etc.) on an Travel Request are now completed within the request

Travel Request

▶ **Active Requests view is visually similar to the way the Active Expense Screen look in current UI**

▶ **Tiles vs. List**

Current UI

New UI

Travel Request

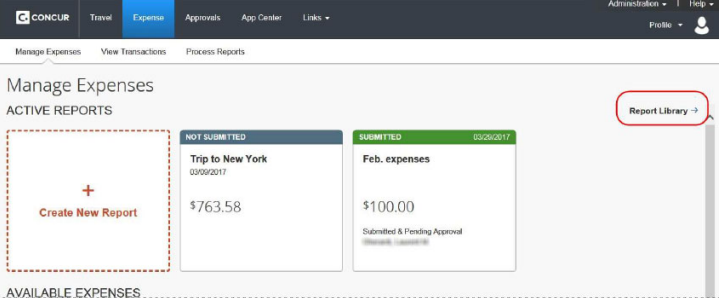▶ **Segments are now called Expected Expenses**

Current UI
New UI

Expense Report

▶ All Expense reports are available on Manage Expenses page with no need to access "Report Library"

▶ Available Expense section is basically the same with some renamed columns and a new one for "Receipt"

▶ New navigation to add line items to Expense Report

▶ Required fields are marked with a red asterisk instead of a red band

▶ Most actions (copy, delete, etc.) on an Expense Report are now completed within the request

▶ New Navigation for Per Diem (Travel Allowances)

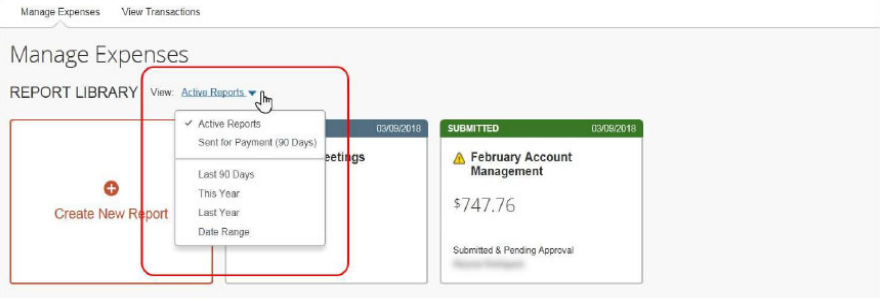▶ Best practice for initiating a new Expense Report remains to do so systemically from an Approved Travel Request

Expense Report

▶ **All Expense reports are available on Manage Expenses page with no need to access "Report Library"**

Current UI

New UI

Expense Report

▶ **Available Expense section is basically the same with some renamed columns and a new one for "Receipt"**

Current UI

New UI

Expense Report

▶ **New navigation to add line items to Expense Report**

Current UI

New UI

Things to remember

- ▶ The New User Interface launches on October 1, 2022.

- ▶ There is no action needed by users

- ▶ No change to Travel Policy, TravelCard, or the existing Approval processes in TravelWayne

Resources

▶ Phone Call – 313-577-TRIP

▶ Email: travelwayne@wayne.edu

▶ Website: https://travel.wayne.edu/

  ▶ Access the New User Interface webpage (https://travel.wayne.edu/ui) directly for links to a Training Demo Calendar and User Guides

Questions and Answers