



WAYNE STATE
UNIVERSITY

Travel Wayne

TravelWayne New User Interface Overview

Agenda

- ▶ Key Dates
- ▶ What is not changing
- ▶ What is 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

SAP Concur | Requests | Travel | Expense | Approvals | Reporting

Manage Requests | Create New | Process Requests | Quick Search

Active Requests (4)

View

Request Name | Begins With

Request Name	Request ID	Status
Conference	9WJR	Not Submitted
test	4UVR	Not Submitted
		Comment: There will be no charges for airfare, as the conference will be...
	7L7F	Not Submitted
	A33K	Not Submitted

New UI

SAP Concur | Requests | Travel | Expense | Approvals | App Center

You are currently logged in as a test user

Manage Requests

Manage Requests

REQUEST LIBRARY | View | Active Requests

+ Create New Request

NOT SUBMITTED	08/15/2022	APPROVED
cbncbn	\$2,250.00	sfgs
		\$750.00
		Approved
SUBMITTED	03/09/2020	RETURNED
Concur Fusion	\$1,700.00	RETURNED
		10/14/2019
		Conference
		\$725.00
		\$1,700.00
Submitted & Pending Approval TMatthews, TMichael		Sent Back to Employee

Travel Request

- ▶ Segments are now called Expected Expenses

Current UI

The screenshot shows the 'Current UI' for SAP Concur. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', and 'Expense'. Below the navigation, there are links for 'Manage Requests', 'Create New', and 'Process Requests'. The main content area displays 'Request 9WJR' with a 'Trip Title (Short Description): Conference'. There are tabs for 'Request Header', 'Segments', 'Approval Flow', and 'Audit Trail'. The 'Request Header' tab is active, showing fields for 'Destination' (orlando), 'Travel Type' (Out of State Travel), 'Date of Return' (08/06/2019), and 'Index' ((168249) Development Corp. Fndtn Relations).

New UI

The screenshot shows the 'New UI' for SAP Concur. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. A purple banner at the top indicates 'You are currently logged in as a test user'. Below the navigation, there are links for 'Manage Requests', 'Create New', and 'Process Requests'. The main content area displays 'dsfgsdf \$0.00' with a trash icon and 'Not Submitted | Request ID: CKX6'. There are links for 'Request Details', 'Print/Share', and 'Attachments'. Below this, there is a section titled 'EXPECTED EXPENSES' with buttons for 'Add', 'Edit', 'Delete', and 'Allocate'. At the bottom, it says 'No Expected Expenses' and 'Add expected expenses to this request to submit for approval.'

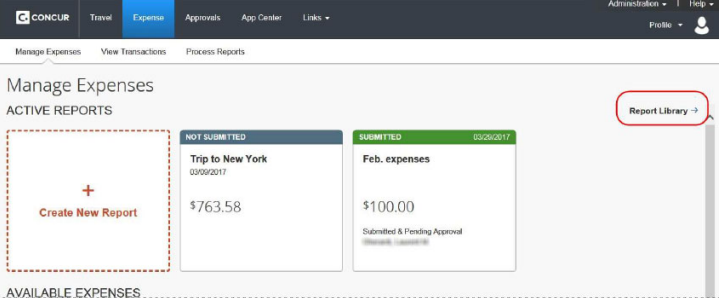
Expense Report

- ▶ 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

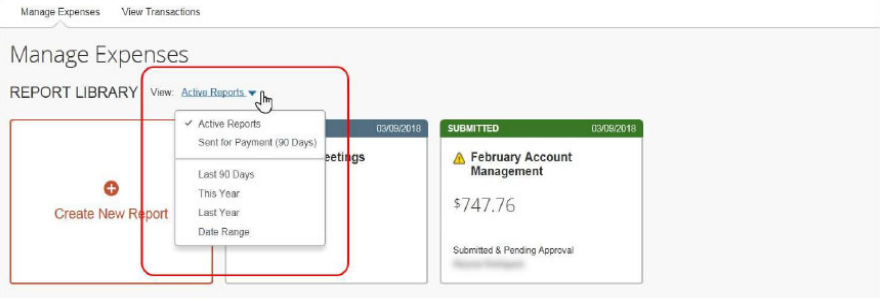
Expense Report

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

Current UI



New UI



Expense Report

- ▶ New navigation to add line items to Expense Report

Current UI

The current UI shows a 'New Expense' modal with a search bar for 'Expense Type'. Below the search bar, there are two sections: 'Recently Used Expense Types' and 'All Expense Types'. The 'Recently Used Expense Types' section lists: Airfare, Personal Car Mileage, and Parking. The 'All Expense Types' section lists: Lodging, Hotel, Meals and Entertainment, Breakfast, Business Meal (attendees), Dinner, Entertainment (attendees), Lunch, Other, Booking Fees, Conference Registration Fee, Duplicating, Individual Membership Fees, Internet Fees, Laundry, Meeting Room Fees, Miscellaneous, Other Supplies and Materials, and Postage.

New UI

The new UI shows a report header for 'Sales Meeting \$0.00' with a 'Submit Report' button. Below the header, there are navigation options: 'Report Details', 'Print/Share', and 'Manage Receipts'. A row of action buttons includes 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. Below this is a table with columns: Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The table is currently empty, displaying 'No Expenses' and the instruction 'Add expenses to this report to submit for reimbursement.'

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

