

CougarTravel

March 2020

Volume 1, Issue 3

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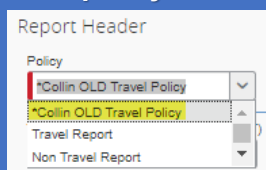
- Cancelling your trip
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Travel Requests Suspended Until Further Notice

Due to the Coronavirus, all travel requests have been suspended until further notice. As Dr. Matkin stated in his District-wide email, monitoring of the situation continues. We will all be notified when travel plans may resume.

A few reminders:

- Local travel should be submitted through CougarMart
- Zero expense reports are no longer required.
- If you are submitting an expense report with a request approved prior to Feb. 27, select Collin OLD Travel policy when selecting travel policy:



Report Header

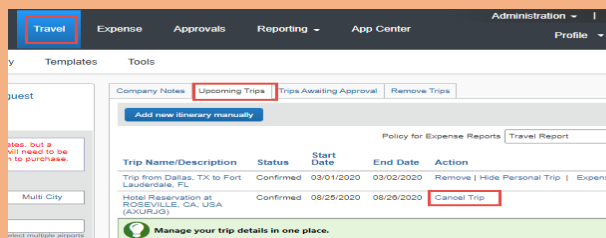
Policy

- *Collin OLD Travel Policy
- *Collin OLD Travel Policy
- Travel Report
- Non Travel Report

Instructions on Cancelling your Trip

Reservations made for airfare and hotel for travel through April 15th should be cancelled for all non-essential travel.

- If you have booked your air and hotel directly with the airlines and/or hotel, contact the airline/hotel to cancel your reservation today. Request confirmation of your cancellation.
 - If you're eligible for a refund for your airfare, you should request a refund.
 - If you are only eligible for a credit to be used in the future, verify when the credit expires.
 - Please send an email to acctspayconcur@collin.edu with the airline cancellation information. Include in your email:
 - Ticket Amount \$
 - Full refund or credit only
 - Ticket expiration date if receiving credit
 - Airline
- If you made reservations through Concur, cancel through Concur by clicking on the **Travel** tab, select the **Upcoming Trips** tab, then select **Cancel Trip** for all segments booked through Concur (air, car rental, and/or hotel). You will receive an email notification from CTP with the cancellation information. Please retain the email.



(Cancelling a trip - continued on following page)

Cancelling a trip (continued from page 1)

- Our goal is to be able to receive a refund on conference registrations, if at all possible. Therefore, if you have paid for a conference registration, please call or send an email to cancel your registration and to request a refund. Try to get a reply in writing. Notify acctspayconcur@collin.edu on the status of your registration refund.

Access All Things Travel via CougarWeb

A shortcut has been created to access all things travel inside CougarWeb. After selecting My Workplace tab, you should see the CougarTravel icon shown below:



Links to get you started:

<https://www.concursolutions.com/home.asp>

<http://www.collin.edu/aboutus/travel/>



Pcard Reconciliation

Reconciling your February 26, 2020 PCard

- Follow the same procedures as previously learned and reconcile in CougarMart.

Reconciling your March 26, 2020 PCard

- Update your profile in Concur; watch this video: [Updated Your Expense Profile](#)
- Reconcile non-travel PCard transactions and submit the expense report after downloading the March 26, 2020 statement.
- Follow instructions for PCard reconciliation as shown in the [PCard non travel instructions](#) video.
- Please refer to Lab Training schedule at [CougarTravel](#) if you need training for Non-Travel PCard reconciliation.

If it is necessary to cancel training due to the Coronavirus, we will post the cancellation on [CougarTravel](#).

Lab Schedule

Date	Time	Campus	Room Number	Session Content
Mar 18 th	9-11 am	CHEC	221	PCard and Travel
Mar 20 th	2-4 pm	CHEC	221	PCard and Travel
Mar 24 th	9-11 am	CHEC	221	PCard and Travel
Mar 27 th	9-11 am	CHEC	221	PCard and Travel
Mar 31 st	2-4 pm	CHEC	221	PCard and Travel
Apr 4 th	9-11 am	CHEC	221	PCard and Travel