UNIVERSITY OF
MARYLAND
DEPARTMENT OF PROCUREMENT AND BUSINESS SERVICES

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**NOTICE ON CONCUR BLACKOUT PERIOD/DOWNTIME MODE UNTIL 11/15/2024**

As noted on the Elevate Last Day Activities schedule, the last day to have all Requests and Expense Reports fully approved to be processed was 10/23. Currently, Concur is in a blackout period/downtime mode until Workday Go Live on 11/15/24 for Travel Request (Request) and Travel Expense Report functionalities. The travel booking functionality however remains available.

The following steps are required for Requests put in between 10/24 and 11/15:

- The traveler is to email their immediate supervisor, fiscal officer for the billing account and, if paid for on sponsored research, the principal investigator, requesting approval. The information to include are:
  - Traveler(s)' legal name
  - UID #
  - Type of position: Is the traveler a Faculty, Staff, GA, Undergraduate Student, Guest
  - Identification of the activity being requested- trip, event, hosting
  - Destination (for travel)
  - Purpose
  - Departure Date or date of event or hosting
  - Return Date (for trip)
  - Estimated Cost of Trip, event, or hosting
- When the approvals are received from the immediate supervisor, fiscal officer, and principal investigator, the traveler or travel delegate may book the travel or arrange for the event/hosting.
- For events and hosting- if a contract requires signature it is to be routed to travel@umd.edu.
- For those requesting international travel during this time, must submit the fully approved email to travel@umd.edu to ensure international travel insurance is in place.
- On or after 11/15, the traveler or delegate must create a Request in Concur and attach the approval. To attach the email in Concur, under the Manage Receipts hyperlink, click add and upload the email.

All Requests/Expense Reports that were not fully approved as of 10/23 have been returned to the traveler to have the Type and Worktag information added in the appropriate fields. Requests and Expense reports cannot be accessed until 11/15 when UMD is live in Workday.

Travel Cards remain available for use during this period. Travel Card increases and decreases during this time can be sent to travel@umd.edu.

For additional questions, please contact Travel and Card Services at travel@umd.edu.