TeamWorks: Travel and Expense System

With Concur Technologies

What's New in TeamWorks Travel & Expense 2013

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What’s New in TTE – February 2013

Section 1: Overview

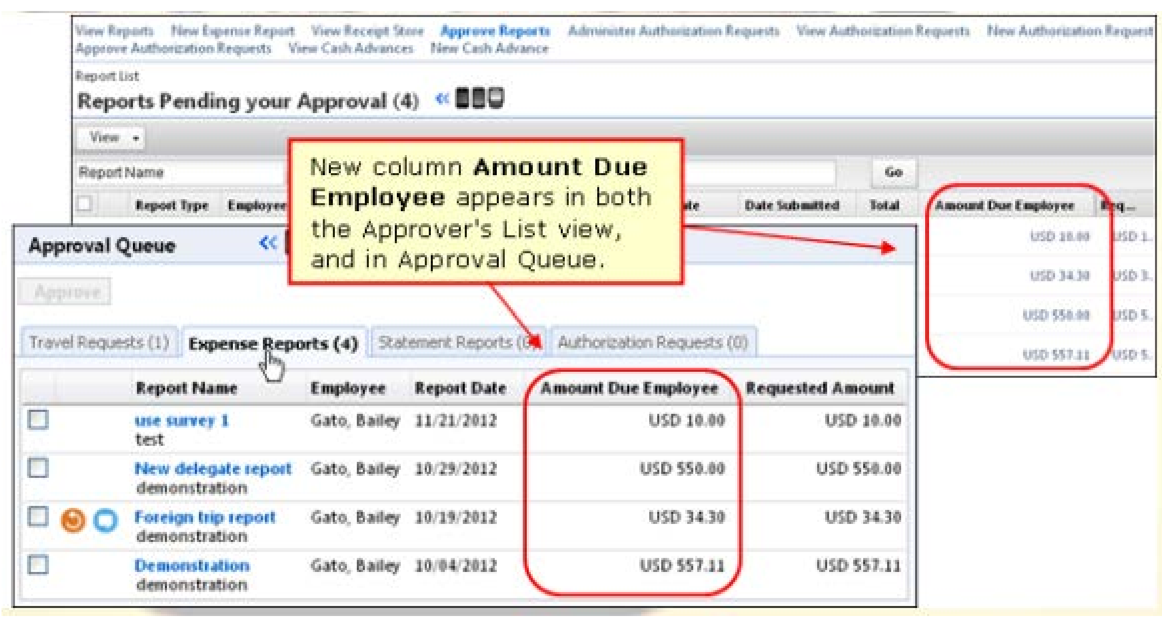
The following features are available on the TTE system now:

- **Expense: Approvers Can View Amount Due Employee**
  Added to Approvers Queue and Approvers List.
- **Request: Multi-Leg Segments**
  Simplified entry of multi-leg air travel on a Travel Request.
- **Expense: New Icon for Delegate Actions**
  Easily identify entries made by the employee or the delegate.
- **Expense: New Default View for Approvers.**
  New view into Expense Report from first glance when opened for Approval review.
- **Expense / Request: Processor / Approver Add Comment When Insert Additional Approver.**
  Approver and Back Office Roles can add a note when they add an additional approver.

Section 2: Expense – Approver Can View Amount Due Employee

A new column, Amount Due Employee, is now added to both the Approver's List view and the Approval Queue available in My Concur.

This column displays the portion of the total amount that would be reimbursed to the employee for the associated report.

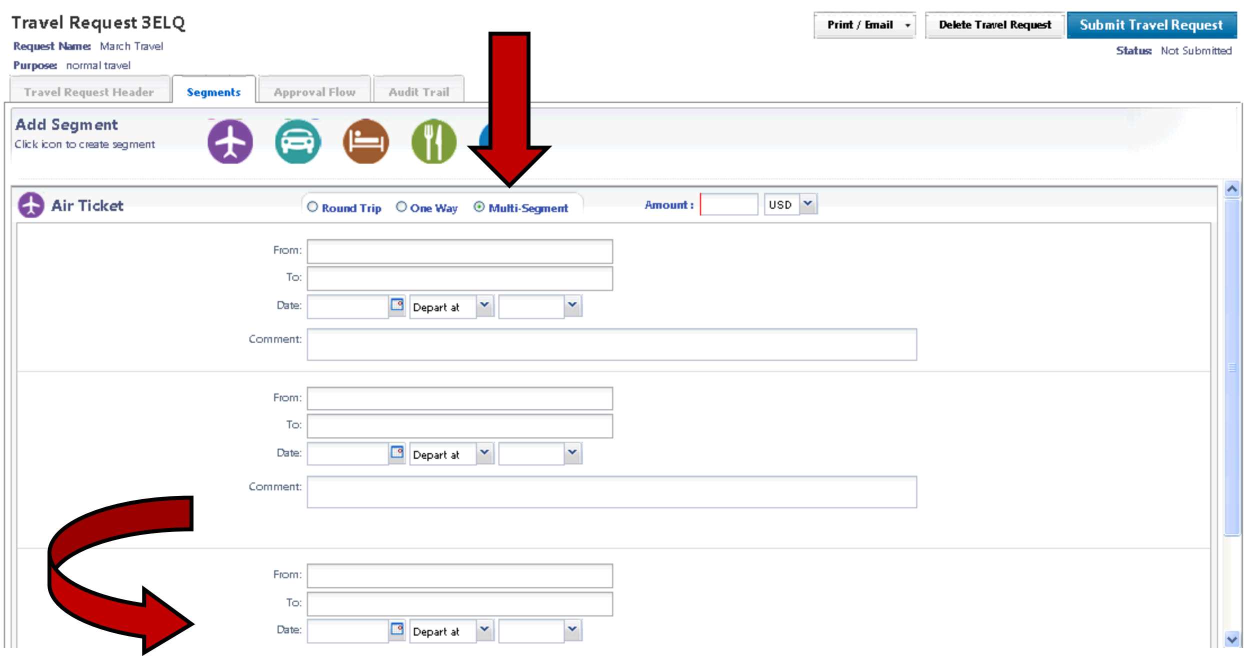


Section 3: Request: Multi-Leg Trips for Air Segments

Multi-leg trips are now available for air segments. This enhancement benefits users in two ways:

- Without having to rely solely on describing it in the Comment section, users can now clearly define the multi-leg information for a trip that has been booked outside Concur Travel. The approver and the back office, therefore, get a precise view of the trip – the way it will actually happen. For example,to accurately describe the trip is not a direct-flight round-trip from Paris to Seattle; there is a stop in Amsterdam.

- The user can now fully match the multi-leg trip with the proper expense, thus improving reporting and audit rules capability. Prior to this, the process was cumbersome.



Section 4: Request: New Icon for Delegate Actions

The new  icon appears in Travel Request. It appears if:

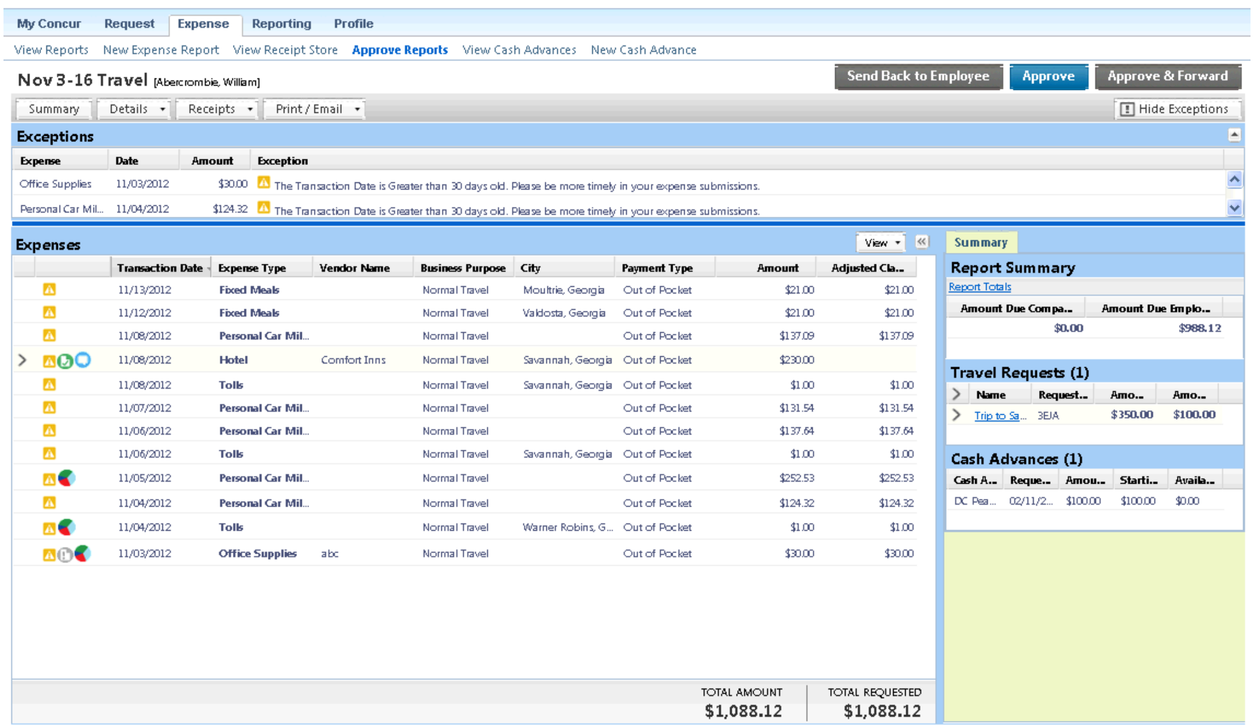
- User delegate: A delegate has created a travel request on behalf of a user and the delegate does not have the authority to submit the travel request. After preparing the travel request, the delegate clicks Notify Employee. This icon appears in the

Active Work section of My Concur for the user as an indication that the request is ready for submission.

- Approver delegate: A delegate has previewed a travel request on behalf of an approver and the delegate does not have the authority to approve the travel request. After previewing the travel request, the delegate clicks Notify Approver. This icon appears in the Approval Queue section of My Concur for the approver as an indication that the request is ready for approval.

Section 5: Expense: New Default View for Approvers

When an approver opens an Expense Report, the default view is now the Expense Summary tab, which provides the most comprehensive starting point for the approver. The approver can then navigate as desired.



Section 6: Additional Approver Enhancement

Overview

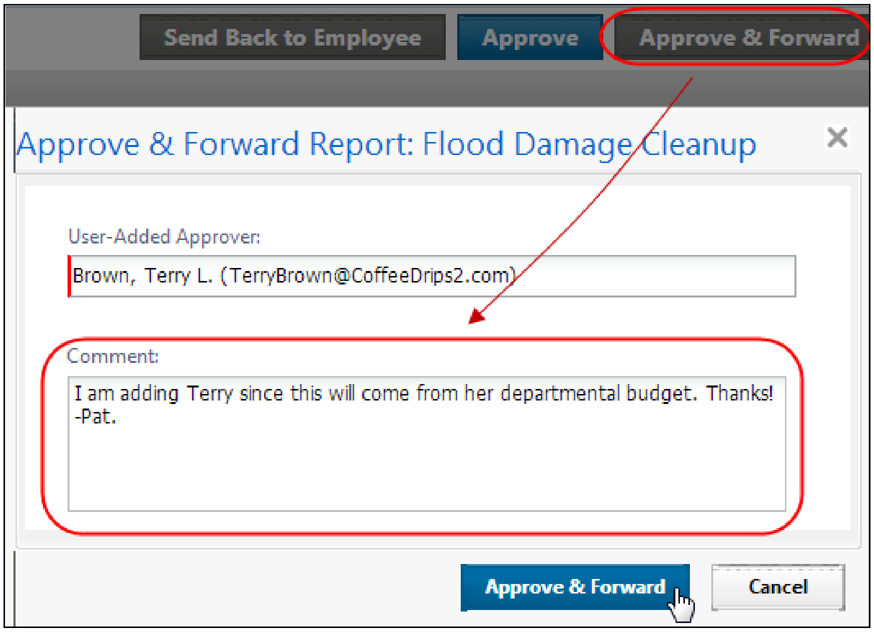
The Processor and Approver roles can now add an optional comment to an expense report at the same time at which they are adding another approver with the approver's **Approve & Forward** option or the processor's **Send to**

> ***Business Purpose***
>
> *This enhancement reduces the amount of navigation required to add another approver <u>and</u> add a comment to the expense report.*

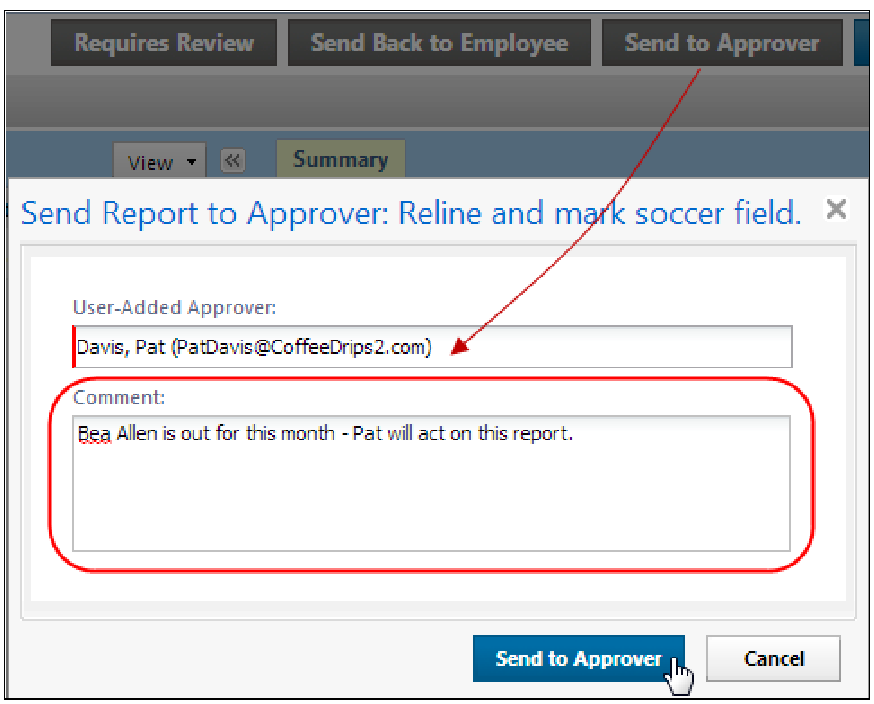
Approver option. This change brings the actions together into a single step with a redesign of the dialog box to include both steps, saving time in report approval.

How It Works

In the figure below, the approver opens the report, and, after clicking **Approve & Forward**, sees the **Approve & Forward Report** dialog box where they can add a comment:



The processor sees a similar dialog box when they click **Send to Approver** to add an additional approver to the workflow:



Section 7: TTE System Supported Configurations

The following configurations are either supported or no longer supported with this service release.

Certifications for This Release

Support for Firefox v. 17.0

Support for Firefox version 17.0 under both the Mac OS X and Microsoft Windows operating systems is certified for this release.

Support for Google Chrome v. 24.0

Support for Google Chrome version 24.0 under both the Mac OS X and Microsoft Windows operating systems is certified for this release.

Support for Safari 6.0 with Mac OS X 10.8

Support for Safari 6.0 under Mac OS X 10.8 is certified for this release

Upcoming Certifications

Support for Internet Explorer v. 10.0 and Windows 8

Support for Internet Explorer 10.0 under Microsoft Windows version 8.0 will be included in an upcoming release.

Support for Firefox v. 18.0

Support for Firefox versions 18.0 under both the Mac OS X and Microsoft Windows operating systems will be included in an upcoming release.