2020 Travel@State Day

Monday, February 10, 2020 8 AM – 4 PM
James B. Henry Center for Executive Development
3535 Forest Rd.
Lansing, MI 48910
(517) 353-4350

Cost: $50 (Educational Assistance Available)

We are excited to invite you to join us at this year’s event! Many new classes and old favorites are being provided at this year’s Education Day! Included in our new educational offerings are presentations by a panel of MSU’s experienced travelers. You also have the opportunity for a deeper dive into the university’s travel benefits.

As in previous years, we are offering 3 flights of classes with 4 classes during each time slot. To register and create your personalized schedule, log into the EBS Portal, click on My Career & Training, and select Courses for Employees at MSU. Enter 2020 Travel@State Day under Search for Courses. You must separately register for the Travel@State Day 2020, AND the 3 classes you wish to attend.

Cost includes Classes, Continental Breakfast, Lunch, and Trade Show.

In addition to our class offerings, separately, the full-service Michigan Secretary of State Mobile Office will be onsite from 10 AM – 2 PM to complete transactions, including REAL IDs. University faculty, staff, and students are welcome. Please complete your REAL ID Application and bring it with the required documents as outlined below to apply for REAL ID. Registration is not required.

To turn your license into a REAL ID, you must bring the proper documentation with you, including:

1. Your driver’s license or state ID card.
2. Your certified birth certificate, with a raised seal or stamp issued by a governmental agency; your valid, unexpired U.S. passport; or an approved citizenship or legal presence document. (Faxes and photocopies won’t be accepted.)
3. If your name differs from what is on your birth certificate, bring certified documents for every time your name has changed, such as marriage licenses or court orders.

There is no additional fee for a standard REAL ID if you apply during your normal renewal period. The cost is $9 to correct the Driver License if outside the normal renewal period, payable by cash, check, or credit card (a small fee will be charge if using a credit card).
Registration and Continental Breakfast: 8 – 9 AM

**Flight A:** 9 – 10:30 AM (Select 1)

**A1: Navigating Change Effectively:** The only thing constant is change, and change can be hard to manage if you lose your bearings. This session will provide a practical framework to help you navigate change more effectively both at work and in your personal lives. Basic reset skills will increase the likelihood of noticing when you are overwhelmed and help you quickly regain your sense of balance and perspective so you can move forward with clarity and confidence.

Presenter: Lisa Laughman, Employee Assistance Counselor, University Physician.

**A2: Travel Apps & E-Receipts:** Utilizing the expense management functionality within Concur and other Apps, you can streamline expense processes and ensure reimbursable expenses are accurate and compliant. In addition, processing time is reduced and decision making improved. Starting with your Concur Profile, learn how you can harness the power of automation for travel support and easy expense report preparation. Enabling e-receipting within Concur and associated travel apps will reduce the time you have to spend on the process of travel reimbursement.

**A3: How we did it...a study in change management:** The MSU College of Arts and Letters was the first university college to go live with Concur Request and Expense. Prior to go live, travel administrators gained buy in from their leadership, put together a change management team, and developed metrics to measure their success. Representatives from CAL share their story.

**A4: MSU Travel Policy and Concur Expense Reporting:** Do you need help navigating MSU travel policy in the new Concur world? Join MSU travel auditors for an interactive session geared toward providing essential information for smooth Concur Expense Report processing.

**REAL ID Processing: 10 AM – 2 PM**

The Michigan Secretary of State Mobile Office will be onsite from 10 AM – 2 PM to complete transactions, including REAL IDs. University faculty, staff, and students are welcome. Please complete your REAL ID Application and bring it with the required documents as outlined below to apply for REAL ID. Registration is not required.

**Break: 10:30 – 11AM**
Flight B:  11 – 12:30 PM (Select 1)

**B5:** Navigating Change Effectively: The only thing constant is change, and change can be hard to manage if you lose your bearings. This session will provide a practical framework to help you navigate change more effectively both at work and in your personal lives. Basic reset skills will increase the likelihood of noticing when you are overwhelmed and help you quickly regain your sense of balance and perspective so you can move forward clarity and confidence.

Presenter: **Lisa Laughman**, Employee Assistance Counselor, University Physician.

**B6:** Booking Online for Beginners: An introduction to the powerful yet friendly booking tool, Concur. If you have not yet made the switch to online booking, this class is for you! **In addition to being an interactive, fun approach, the highlights include:**
1) Site navigation
2) Booking air, car and hotel
3) Creating and maintaining profiles
4) Hints and tips for easy booking

**B7:** Travel Apps & E-Receipts: Utilizing the expense management functionality within Concur and other Apps, you can streamline expense processes and ensure reimbursable expenses are accurate and compliant. In addition, processing time is reduced and decision making improved. Starting with your Concur Profile, learn how you can harness the power of automation for travel support and easy expense report preparation. Enabling e-receipting within Concur and associated travel apps will reduce the time you have to spend on the process of travel reimbursement.

**B8:** Approver Tips & Tricks: If you are interested in learning about what approvers can see in Concur and helpful tips on how to navigate for auditing, please join us! We will cover standard workflow in Concur, approval tips and reconciliation between Concur and KFS.

**12:30 – 2:30 PM**

**Lunch & Trade Show:** Did you know Michigan State University has strategic contracts in place to benefit university business travelers, their departments, and the university as a whole? Representatives of nearly 40 organizations including internal strategic partners will be available during lunch to share information about discounts available to you and your travelers. Be sure to stop and chat with our guests to ensure you are taking advantage of everything Travel at State has to offer.
Flight C: 2:30 – 4 PM (Select 1)

C9: **Panel of Your Peers**: Panel members discuss their unit’s onboarding experience, lessons learned, and helpful hints. Each college and MAU took a different path to onboard their travelers in Concur. University colleagues will provide valuable insight into their approach to travel policy, Concur Request and Expense processing.

C10: **Approver Tips & Tricks**: you are interested in learning about what approvers can see in Concur and helpful tips on how to navigate for auditing, please join us! We will cover standard workflow in Concur, approval tips and reconciliation between Concur and KFS.

C11: **MSU Travel Policy and Concur Expense Reporting**: Do you need help navigating MSU travel policy in the new Concur world? Join MSU travel auditors for an interactive session geared toward providing essential information for smooth Concur Expense Report processing.

C12: **Booking Online for Advanced Users**: A deep dive into the Concur platform. In addition to being an interactive, fun approach, the highlights include:

1) Saving time with cloning and templates
2) Arranger views
3) Guest booking features
4) Sort features, Flight finder and other useful tools
5) The value of TripIt and TripIt Pro