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| Dear faculty and staff,This message serves as a reminder of the University’s various travel policies.The University has a policy regarding travel, “Travel Policy” ([T22-066](https://click.advancement.umassd.edu/?qs=eba00960fa7403e71e02ffed4c6a953c0e3381f683f77b42fbea4e495d1151f3f3671fc367ae8c1848898faf15344e2d433640832afd93d5)), and all University travel must comport with this policy.In addition, the “Business and Travel Expense Policy” ([T92-031C](https://click.advancement.umassd.edu/?qs=eba00960fa7403e74fdac4ea12468d6a913b45c95a6143002e4b9fa74728741b3ae44482f012694f1832d789843476efe603667dbef86206) ) applies to all travel for anyone undertaking University travel, regardless of funding source. The Policy also applies to any person affiliated with any UMass campus. The policy establishes guidelines and controls to ensure the safety of employees, provide accountability for University funds, and ensure compliance with federal and state laws. The University System is implementing a new travel and expense platform – Concur, in an effort branded “Project Fast Lane.” At UMass Dartmouth, several units have been on the Concur pilot for the past 2-3 months (including Admissions, SMAST, College of Engineering, and the Chancellor’s Office).  **Timing of Full Concur Rollout**UMass Dartmouth will fully implement the Concur platform for the entire campus in February and March. In February, Concur will be active and required for all non-academic units. In March, Concur will be active and required for all academic units. [Click here for additional information about Project Fast Lane and Concur](https://click.advancement.umassd.edu/?qs=eba00960fa7403e7119d62cfbda68060473ef8278611b0d10fd005c1627f4512d8ecf894aabc36506d15ccfc8aef4912edf276c0f180f23b).**Training on Concur**Employees who are supervisors, budget approvers, have traveled or processed expense reports in the last year, or have a University bank card will be **required** to attend training for Concur.To access training, visit the [Concur Production Access website](https://click.advancement.umassd.edu/?qs=eba00960fa7403e76ab41a4d1f59dbc370d3343c5c9b0db9caebfd71127604eb12771042c76cc5bc558605b1e0ac7ba94efa7f76b747b50b) and **scroll down** to **the Dartmouth dropdown** to sign up for training. UPST has provided a [training video](https://click.advancement.umassd.edu/?qs=eba00960fa7403e784fe142b082a2dd20294ae243aa1271df8862688ea46740e0aada2aca2b5a3bbc3294d96ab8cb15dcd961829a88d24ba) for your review, as well as other [training materials](https://click.advancement.umassd.edu/?qs=eba00960fa7403e766a32dde9977f72feb493fc6a5c7f2264f37fe5ddc501d4bf1da007e9b9dbc5494297ea597e2018af63cd29fc2bdd002) and [job aids](https://click.advancement.umassd.edu/?qs=eba00960fa7403e7e6dc0da410682c82b1692a46c6a9770db749c2625210f45dc59a365ced19525329ec9c766c05d505ebd900313b37d351).If you need access for an upcoming or future trip or later obtain a university bank card, you can always attend training and request access at a later date.**Requirements of the Travel and Expense Policy**Please review the following information regarding the policies:* All travel must receive approval (Pre-Travel Authorization) prior to booking travel. Approvals should be obtained at least three weeks **prior to travel**.
* Pre-Travel Authorization includes review by a supervisor.
* All international travel requires an Export Control and a Cybersecurity risk review as part of the Pre-Travel Authorization.
* TARMC (Travel Advisory Risk Management Committee) approval is required for travel to high-risk international destinations as part of the Pre-Travel Authorization.
* All **overnight** travel must be registered once travel is booked. This includes In-state, Out-of-state/domestic, and International.

**Restrictions on Devices and Data in the Travel and Expense Policy**Bringing University devices or data or accessing University data on either a personal or University-issued device is prohibited in a designated Elevated Cybersecurity Risk Destination unless authorized by CITS. Elevated Cybersecurity Risk Destinations are any international destinations posing substantive cybersecurity risk to a University traveler and/or the University. CITS is authorized to determine whether appropriate risk mitigation measures can be achieved in “Elevated Cybersecurity Risk Destinations.”**Bank Card Transactions**Since Concur is a travel and expense system, bank card activity will be managed by processing expense reports, allocating the transactions to the proper budget. Bank cards will no longer need to be reallocated nor will they post automatically after 30 days to the default account. Transactions will be available in Concur to process daily. If these are not processed in a timely manner, bank cards will be closed to prevent future use of the card.**Timing**All travelers must comply with the above requirements, effective January 1, 2024. Reimbursement will not be provided for travel that is not in compliance. Unauthorized travel can also lead to the cancellation of a University bankcard. In some cases where an unauthorized bankcard was utilized to pay for travel expenses, the traveler will be required to reimburse the University for unauthorized charges. In the case of research-related unauthorized travel, the University can also use a Principal Investigator’s Indirect Costs funds to recover unauthorized bankcard travel charges.For additional information regarding the University’s Travel and Business & Travel Expense policy, please visit the [UPST Travel Expense Program website](https://click.advancement.umassd.edu/?qs=eba00960fa7403e7a25f1f135031ed4d911ae6dc0a28cb7c101a7c572394652b6dec2050e6fd4b3a6433a4770ac97ac3d05c663b9ebd72aa). Thank you.Suzanne Audet, Controller |

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| **UMass Dartmouth**285 Old Westport Road, Dartmouth, MA 02747 |

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