

University of Manitoba Integrated Travel System Readiness Checklist for Employees

Requirements to “Go-Live”

<input type="checkbox"/>	I have a UMNED ID and password
<input type="checkbox"/>	I have access to JUMP
<input type="checkbox"/>	I can access the University Integrated Travel System through JUMP (Quick Links - Concur)
<input type="checkbox"/>	I can access the University Integrated Travel System at Concursolutions.com
<input type="checkbox"/>	I have initial access to the University Integrated Travel System (I can see the Profile Tab)
<input type="checkbox"/>	I have completed my Profile tab in the University Integrated Travel System.
<input type="checkbox"/>	I have completed a training session or Webinar offered by Aurora Finance
<input type="checkbox"/>	I have completed the Concur Integrated Tool Access form and submitted it to Travel Services
<input type="checkbox"/>	My Unit Expert for my department/faculty has been trained
<input type="checkbox"/>	I have read and understand the Travel and Expense Claim Policy and Procedure
<input type="checkbox"/>	I have received my Access Confirmation email from Travel Services
<input type="checkbox"/>	I have completed and submitted a Visa Travel Card application
<input type="checkbox"/>	I have completed and submitted a Visa Travel Card Memorandum of Understanding and Agreement
<input type="checkbox"/>	I have read and understand the Visa Travel Card Procedure
<input type="checkbox"/>	I am ready to book travel and travel related services and/or prepare an Expense Report.
<input type="checkbox"/>	I know who to contact in Travel Services if I require assistance
<input type="checkbox"/>	I have received the confirmation access email from Travel Services.
	Congratulations! If you are all checked off, you are now ready to book travel and /or prepare Expense Reports within the University Integrated Travel System.

NB. Expense reports are to be done in the tool once a Faculty/Unit has gone live even if the University Visa Travel Card has not been issued.

1. Once a Transaction is eligible for and covered under a Purchasing Agreement - i.e a Distributed Purchasing Systems such as Systems contracts, Preferred Supplier Agreements, Standing Orders etc this is excluded from being claimed in the tool (University has alternate method for processing payments)
2. Any capital Goods and Equipment \geq \$2,500 excluded from being claimed in the system.