travelND
Fall 2014 Update

This sheet contains updated travelND contract and recent system enhancement information. Travel discounts are automatically applied when you book your travel in Concur or call Anthony Travel.

Preferred Airlines:
- ❖ Delta - 2% - 8% discount on all fares
- ❖ United - 2% discount on domestic fares
- ❖ Southwest Airlines - **Coming Soon!**

Discounted Hotels:
- ❖ Campus hotel - Morris Inn
- ❖ Close to campus - Double Tree, Fairfield, Ivy Court, Inn at Saint Mary's
- ❖ South Bend - Residence Inn South Bend
- ❖ Mishawaka - Courtyard by Marriott, SpringHill Suites

Discounted Car Rental:
- ❖ National and Enterprise contracted rates.
- ❖ Discount available for personal leisure travel.
- ❖ Join National Car Rental's Emerald Club Program (link specific to Notre Dame available on the Contracts page of travel.nd.edu)

Charter Bus:
Cardinal Buses:
- ❖ Discount off their standard rates, Call Cardinal Buses, Inc. at 800-348-7487 for a quote.
- ❖ Set pricing has been established for charters between campus and the Chicago airports.
### Royal Excursion:
- ❖ Discount off their standard rates, Call Royal Excursion at 574-257-8540 for a quote.
- ❖ Set pricing has been established for charters between campus and the Chicago airports.

A complete listing of all University travel contracts is available online at travel.nd.edu

New Concur User Interface: Coming Soon!
Concur will implement a new user interface in January 2015. Be on the lookout for communication from the travel team regarding training sessions, video tutorials, and Q&A sessions to help facilitate the rollout!
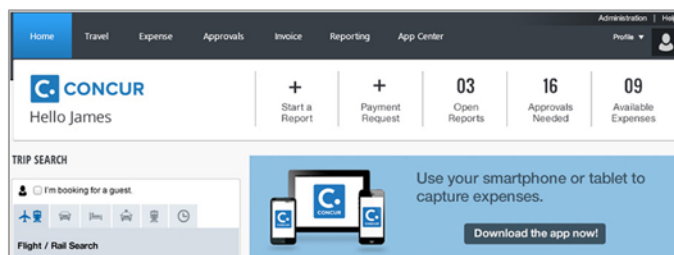
Approver Changing Expense Types:
Approvers now have the ability to change expense types on expense reports they review. While the majority of the expense types can be changed by the approver, there are a few exceptions.

Only the following expense types **cannot** be modified:
- ❖ Car Mileage entries
- ❖ Travel Allowance entries
- ❖ Cash Advance entries
- ❖ Regular Hotel entries

Student Expense Policy:
Last July, the graduate and undergraduate student expense policies were combined into the 'Student Expense Policy'. Faculty and staff members can submit expense reports and fellowship, scholarship, award (FSA) payments on behalf of both graduate and undergraduate students.

Approver Changing FSA in Report Header:
Expense Report approvers now have the ability to change the FSA flag in the 'Student Expense Policy' report header.

TripIt Pro:
TripIt Pro keeps track of your itineraries regardless of where travel was booked. Travelers also automatically receive flight alerts, gate information, and can view alternate flight options. It even tracks frequent traveler point programs and monitors potential airfare refunds.

All faculty and staff can receive a free subscription TripIt Pro for free, for more information visit:
travel.nd.edu/tripitpro/

buyND™

Fall 2014 Update

This sheet contains updated buyND contract and upcoming system enhancement information.

B&H Photo,Video,ProAudio: Coming Soon!

❖ Product, product descriptions, and contracted pricing will be searchable in buyND.

New buyND Forms: Coming Soon!

Three new forms will be added to the buyND showcase in the next few weeks. The forms will be used to help standardize and expedite requisition creation. Each form will contain step-by-step instructions on how to properly use them.

Instead of completing a paper based vendor selection form and attaching it to your requisition, use the new supplier selection form. This form captures up to three supplier quotes and automatically generates a purchase requisition.

Need to setup a new contract order? No problem, use the contract form for maintenance contracts, license agreements, services, etc. No receiving is necessary by the requestor.


Use this form and to create new blanket orders. Blanket purchase orders are issued for a one-time encumbrance which allows for repeated releases/orders against one purchase order number.

Sciquest 14.3 Release: November 2nd

Three times a calendar year, Sciquest releases new functionality into the buyND system. Below is a list of new enhancements that will be available in November.

Ability to Upload Multiple Attachments

Previously, when attaching files to documents and forms, it was necessary to add them one at a time.
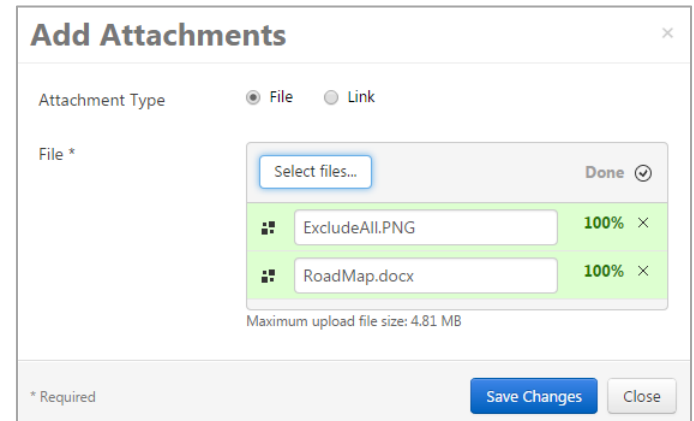
Ability to Move Attachments

Attachments can be external, meaning suppliers can view, or internal, meaning only organizations users can view. Previously, in order to change the type, the attachment had to be deleted and reattached as the appropriate type.
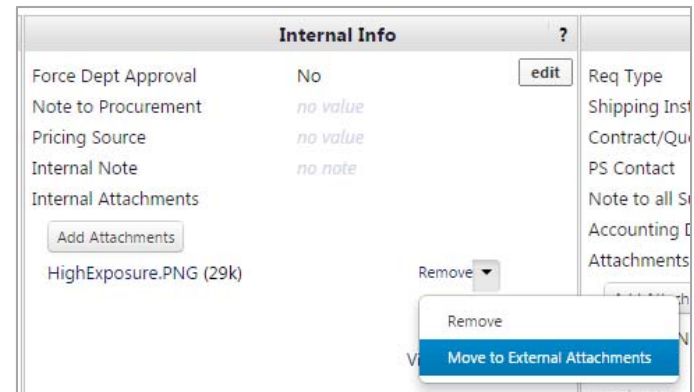
Approver Visibility of POs

Previously, if a user approved a PR that they did not create, they could approve the PR but then could not access it via a requisition search. Similarly, they would not have access to a PO created from a PR they approved. With this release, approvers will have the ability to search and access all documents they approved and that were related to documents they approved.