

August 4, 2026

Dear Undergraduate Education Colleagues,

As we begin FY27, ASSET is continuing its efforts to standardize Concur routing and delegate support across Undergraduate Education. Our goal is to provide consistent administrative support, improve processing efficiency, and ensure travel and expense transactions are reviewed in accordance with university policy.

Support Model

ASSET will partner with departments by:

- Providing administrative support for Concur travel requests and expense reports.
- Assisting with the establishment and maintenance of Concur delegates.
- Reviewing transactions for funding and policy compliance.
- Providing guidance on travel and expense procedures.
- Serving as a resource throughout the travel and reimbursement process.

To request travel support, please submit an **ASSET Travel Request** through Workfront. During the request, you may indicate whether you need a **Travel Delegate** by selecting "Yes" to the delegate question. ASSET will coordinate the delegate setup as part of the request process.

Travel Delegate Request in Workfront

When submitting an ASSET Travel Request, select "Yes" if you need a Travel Delegate.

Select Department*

Academic Resource Center - D01176

ARC Budget Line Item*

Standard FTE Allocation (Department Overhead)

Is this for a Non UC Employee Traveler*

- ☐ Yes
☒ No

Do you need a Travel Delegate?*

- ☒ Yes
☐ No

Departments that prefer to prepare and submit their own travel and expense transactions may continue to do so. Regardless of how a transaction is initiated, ASSET will provide the required financial review and support to help ensure timely processing.

Your Undergraduate Education Support Team

To provide consistent support across Undergraduate Education, the following staff have been assigned as your primary Concur contacts:

- **Concur Coordinator:** Destiny Solis
- **Financial Analyst:** Yesenia Melgar

If you have questions regarding Concur travel requests, expense reports, or delegate support, please contact Destiny. She will serve as your primary point of contact for Concur-related assistance.

Thank you for your continued partnership.

Elizabeth Tatum

Senior Director

Administrative Services & Strategic Executive Team (ASSET)

Enrollment Services | International Affairs | Undergraduate Education

Office: 951.827.0336 | E-Mail: elizabeth.tatum1@ucr.edu

