

# TRAVEL @ STATE DAY

Tuesday  
October 29, 2024

Henry Center

3535 Forest Rd,  
Lansing, MI 48910

## Agenda

9:00 AM – 10:00 AM

Check-In/Registration

9:00 AM - 10:00 AM

Breakfast *located in the Atrium*

10:00 AM – 11:30 AM

Flight **A** Sessions

11:30 AM – 1:00 PM

Lunch & Supplier Trade Show *located in the Atrium*

12:00 PM – 1:00 PM

Drop-In Open Labs

1:00 PM – 1:30 PM

Supplier Prize Drawings

1:30 PM – 3:00 PM

Flight **B** Sessions

### Flight A Sessions:

**A1-Approver and Fiscal Officer Tips:** Interested in some tips on reviewing Requests and Expense Reports? Join us to learn some tips about approving so that you efficiently focus on what you need to review before taking action.

*Presenter: Lee Hunter*

**B2 -Don't Just Jump – Leap Over the Hurdles!** Does each step of processing an Expense Report in Concur seem like a hurdle? Do you have trouble figuring out where to start? Do your Expense Reports always seem to get questioned or returned? Join the Accounting Expense Report audit team to learn some best practices, helpful tips and policy explanations that will improve your technique and help you leap to success.

*Presenter: Ethel Mason*

**A3 - Concur Request, Travel and Travel Policy – Insider Tips and a Peak into the Travel Next Generation:** Time spent on creating Requests, and booking travel can be demystified! This course provides an interactive look into the tools, and techniques to maximize efficient working processes, and capabilities with Concur Request and Travel booking. And we will take a look in to the future of Concur Travel Next Generation. *Presenter: Ed Phillips*

### Flight B Sessions:

**B1-Approver and Fiscal Officer Tips:** Interested in some tips on reviewing Requests and Expense Reports? Join us to learn some tips about approving so that you efficiently focus on what you need to review before taking action.

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**B4 – RFP to Reality: Your Guide to CVB Partnership:** Discover how to effectively utilize a CVB from start to finish. This session will delve into the RFP process, explore case studies of successful partnerships, and highlight the tangible benefits of working with a CVB. Learn how our services have positively impacted various groups and why they continue to choose MSU as their destination. *Presenter: Ariel Backus*

