On August 1, 2019, ORNL is changing software, which is not compatible with UT's financial software, IRIS (SAP). This change creates a break in the link between ORNL's and UT's SAP systems, and therefore the systems will no longer communicate regarding travel. While it is true that UT is also changing software, the ORNL change is happening prior to UT's Concur Travel implementation. The UT Concur implementation is anticipated in 2020.

This change also results in a new process for UT/ORNL Joint faculty travel and those who's trip is paid entirely by ORNL. As well, those who process and approve travel are also impacted. The following changes will be implemented:

- ORNL will no longer send through the travel request electronically to our IRIS system.
- The UT department or traveler will have to create a travel request in IRIS, even though no expense will be charged to it.
- The UT trip will need to be closed out in IRIS as a zero expense trip by opening up the Expense Report and commenting "No expense to UT", then filing the report.
- UT travelers will still be able to book their travel through the ORNL travel system.
- If the traveler designates that s/he is a UT employee on the ORNL Reservation Request, ORNL will display an informational message on the ORNL Reservation Request Summary screen: "Traveler is a UT employee; therefore, the traveler is responsible for notifying the appropriate UT supervisor(s) regarding travel plans." This notification will take the form of a Concur Travel Request. This informational message will also be added to the Reservation Request Email Notification that is sent to the traveler.

Once UT's new Concur system is implemented, these Travel Requests will be submitted in Concur, and the new ORNL process will stay intact. It is not feasible for Concur to have a linked connection to ORNL's travel system.

For further information, please contact Sally Townsend, IRIS Team Lead at stownsend@tennessee.edu.