# Updates

**TSA PreCheck programs**

Now available! All you need to know about Trusted Traveler Programs – to get you through security quicker both domestically and abroad – is on the Penn TEM website. Look in the Resources box for TSA PreCheck Programs. (Note: the University does not reimburse enrollment in these programs)

**How do I change or cancel my flight?**

If you used Concur or World Travel to book:

- Call World Travel at 888-641-9112 to change your flights.
- To cancel the flight completely, log into Concur, pull up the flight in your Upcoming Trips tab, and click the Cancel button.

If you used another resource (airline site or 3rd party website), contact them directly for assistance.

# Quick Tips

**Traveling Abroad with a Credit Card**

- Call you credit card company and let them know about your travel plans. They keep track of spending patterns and may interpret unexpected overseas purchases as credit card fraud. End result – a locked credit card.
- If you have a chip and pin credit card, make sure you know your pin. Many international establishments require the pin to complete the transaction.
| **Amtrak.com** | The best way to book Amtrak travel is to go directly to their website (instead of Concur): [www.amtrak.com](http://www.amtrak.com). This eliminates an extra fee tacked onto your ticket for using a 3rd party for booking. |
| **Prepare for loss or wallet or passport** | Your phone camera is a great resource. Snap a picture of your passport, that backs of credit cards for phone numbers, driver license details, health insurance cards and travel documents. In an emergency you will be able to verify your identity, show proof of travel and have phone numbers to contact credit cards. (For security – do not snap the front of your credit cards.) |

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Share the information below with others who would benefit from receiving these news and notes.

To join the listserv for News and Notes on Concur Travel and Expense

**Email:**  [listserv@lists.upenn.edu](mailto:listserv@lists.upenn.edu)

Enter in the body:  **Join Concurinfo**

(Leave subject line empty)

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