

the general ledger

News from the Princeton University Office of Finance & Treasury

Opt-in to Receive Your W-2 and/or 1042s Forms Electronically

The University provides employees with their W-2 and/or 1042s forms each year by January 31 and March 31 respectively. The IRS permits employers to issue electronic W-2 and 1042s forms only to employees who give their consent to receive these documents electronically, otherwise these forms must be printed and mailed. The benefits of receiving an electronic W-2 and/or 1042s form include:

- Earlier access to view and print your forms
- Reduced worries about mail delivery and delays due to COVID-19
- Information that may be downloaded into many tax preparation software programs

After January 10, 2021, employees who wish to access their W-2 and/or 1042s forms online may do so after providing consent for electronic receipt. Employees also have the option to withdraw their consent.

To take advantage of these benefits, and receive your W-2 and/or 1042s forms electronically, visit [HR Self-Service](#) or [Tiger Hub](#), select the Payroll tile and choose the W-2/W-2c/1042s consent link.

University Travel Program Updates

As the pandemic continues, travel has not been on the forefront for many. In the interest of the safety and security of all Princeton faculty, staff, and students, the University is currently only permitting travel that is essential to furthering the University's mission. While we look forward to the day when regular travel can resume, we've been busy enhancing the services and features of Princeton's travel program!

The University Travel Program has introduced several new user-friendly features in the Concur Travel Booking system, and implemented a number of enhancements to the booking process through our travel agency, World Travel. Additionally, several new training modules, designed to increase awareness of all our travel tools, have been developed.

In this edition of *The General Ledger*, we encourage you to review all of the new features that await you when regular travel resumes once again. Please remember, if you must travel at this time, visit the [Princeton University Pandemic-Period Permissible Travel Guidelines](#) to determine if your travel is essential.

Look for more travel program enhancements to come including a new travel registration tool that our colleagues in the Global Safety & Security unit will be releasing soon.

The Financial Service Center is happy to provide financial support to the campus community.

To contact us, complete the [Finance Inquiry Form](#), email finance@princeton.edu, schedule [an appointment](#), or call 609-258-3080.

What's New In Concur?

The travel program is continually striving to add enhanced features to make the Concur user experience more efficient and effective. We have added several features to the University's Concur travel tool that will streamline the booking process and provide additional information for travelers and travel planners:

Dual Fare Display with Basic Economy

Basic Economy fares were introduced by major air carriers as a way to lower ticket costs. Traditionally, the University has not promoted the purchase of these fares due to the highly-restrictive nature of their terms and conditions. As a result of greater demand for these discounted airfares, the University has recently made these Basic Economy fares available as a side by side comparison with standard economy fares. Our goal is to help you determine if Basic Economy is the right decision for you and/or your department. We have a new [training video](#) to assist you in this effort. Please note that basic economy fares are offered for budget conscious travelers but are not required by University policy.

Express Checkout

Interested in reducing the time it takes to complete an airline booking? If so, there is a new feature in Concur worth exploring. Express Checkout provides an enhanced experience that reduces the checkout process in Concur from five web pages to two for most airline reservations. Learn more about key features and benefits of the [Express Checkout experience](#) including which reservations qualify.

Carbon Emissions Display

Princeton University is committed to reducing our carbon footprint in the world. Different air travel options generate different levels of carbon emissions and create different footprints. A new feature in Concur makes travelers aware of these emission levels so that when booking flights, travelers and travel arrangers can make fully informed decisions. If you are interested in reducing your carbon footprint or learning more, we offer a new [three-minute video](#) that provides deeper insight into this new Concur feature.

World Travel Enhancements

In recent months, the travel program has added new features to the University's travel program such as Text to Travel, more user-friendly itineraries, and automated schedule change notifications. Here are some details on the enhancements to World Travel services:

Utilization of Unused Tickets

As a result of COVID-19, many departments are left with unused airline tickets. If your tickets were booked through World Travel, a process is in place to help maximize your return on these unused tickets -- even for those deemed non-refundable by the airlines. World Travel is continually monitoring all of the University's unused tickets and either refunding or extending rebooking deadlines whenever airline rules change. No action is required on your part for this to occur.

If you would like to learn more about this process, view this [training video](#) that discusses unused tickets and how they can be applied to the purchase of future airline reservations.

New World Travel Itinerary

World Travel has rolled out an enhanced travel itinerary featuring a more streamlined document and user-friendly format. See the [new itinerary and features](#).

Schedule Change Notifications

World Travel has an improved process for schedule change notifications. Notifications are classified by major or minor, and the type of schedule change will impact how you are notified and what, if any, action you need to take. Learn more about these [schedule change notifications](#).

Text to Travel

Now it's easier than ever to communicate with our travel consultants at World Travel. With Text to Travel, making changes to a reservation or connecting with our travel consultants while on the go is as simple as sending a text! Learn more about [Text to Travel](#).

New Travel Training Modules

The travel program has introduced several new training modules to assist you in learning about the new Concur features and program enhancements. These are brief training modules that will take less than five minutes of your time to view. If you would like a personal walk-through of any of the new Concur features, feel free to contact [Linda Francis](#) or [Susan Godfrey](#).

For an overview of all the program changes referenced in this article and others, please visit the T&E website section [What's New in the Travel Program](#).



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