



Example of Travel Administrator Job Description

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Our innovative and growing company is looking to fill the role of travel administrator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for travel administrator

- Support assessments of service escalations reported and align with respective senior Manager
- Focal point for expense reporting, including receipt/report storage, resolution of work process and system functionality and daily interfaces
- Manage Employee Separations Process (Notifications, reporting, card closure, final expense reports)
- Auditing support and escalations including running various non-compliance reports to monitor acceptable use of T&E and Procurement cards and expense report submission
- Process (review and approve) all travel and expense transactions in the Concur system, according to the Bank's Travel Reimbursement Policy
- Make expense report auditing decisions
- Communicate directly with Bank Employees and assist them with processing their travel requests and/or expense reports
- Process transactions in the Concur system according to policies and procedures with 100% accuracy and achieve daily transaction volume metrics
- Day-to-day expert use of Concur system functionality including travel and expense features and functions Concur Intelligence reporting tools
- Provides travel arrangements locally (UK and Ireland) and internationally for the UKI engineering team, such as flights, car rental, taxi bookings, hotel, ferry and train bookings

Qualifications for travel administrator

- Process Improvement (basic knowledge)
- Monitoring Queues (Phones & Emails) and SLA
- Handling unforeseen problems due to bad weather, strikes and determining eligibility for money returns
- Bachelor's Degree in a technical field of study from an accredited college or university and five (5) years of Systems Administration experience or in lieu of Bachelors Degree two (2) years of additional Systems Administration experience may be substituted for a total of seven (7) years of systems administration experience
- Willingness to travel to hazardous locations with TDY durations of up to 30 days in length (approximately two to three times annually)