

Dear E-RAS Account Directors,

In preparation for the upcoming launch of the new **Concur Travel System**, please familiarize yourselves with the process that will be necessary before you and your team begin using the system.

In order for employees to use the Concur System for travel pre-approval and reimbursement, they must be set up as **TRAVELERS, ACCOUNT DIRECTORS or SIGNATORY DELEGATES** in **E-RAS**, the Electronic Record of Authorized Signatures web application. E-RAS is what will determine which account number(s) will be visible to a traveler in the Concur Travel System. The link is provided below.

E-RAS is the Stony Brook University online system that officially authorizes listed people to commit and spend on an account to which you are the Account Director of. It is here where only **ACCOUNT DIRECTORS** and their **ACCOUNT ASSISTANTS** can delegate others (e.g. administrative assistants, postdocs, research scientists) the right to spend against your account. This will prove especially helpful when the new Travel System launches and such individuals are traveling or processing travel using your account. Not to mention, it's also helpful when they are ordering items through WolfMart, against your account/s.

By default, accounts will automatically be selectable by travelers who are Account Directors or Signatory Delegates. No additional action is required if these two roles need to use your account number in Concur. However, if you need someone other than these two roles to have the ability to charge travel to your account(s), you will need to add them in the Other Account Users section of E-RAS with the role of Traveler. This only gives that Traveler the ability to select this account number on the Travel Request and Expense Report. An approval process within Concur will still be necessary to approve the Travel Request and Expense Report.

There will be **training sessions** available for Concur coming soon. Please email Wolfmart_Help@stonybrook.edu if you have difficulties accessing or navigating **E-RAS**.

Warm Regards,
Carmen Gonzalez
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Stony Brook University