

Dear Colleagues,

As we have been communicating about in recent weeks, the Stony Brook University Travel Program, which is part of the Procurement Office, is pleased to announce that our current travel and expense procedures will be replaced by the Concur Travel Expense Reimbursement system.

**The system transition is underway so please read on for details.**

**The new system will offer many enhanced features including:**

- Eliminating paper: Use one tool for requesting travel approval and expense reimbursement
- Mobile capabilities: Initiate travel requests and submit/approve expense reports via your device
- E-receipts: Attach receipt images to a report instead of mailing paper receipts
- Policy alerts: Be notified of any non-compliant entries prior to submitting for reimbursement
- Automated workflow: Approvals will be handled electronically through the system

**The following is a list of key dates associated with the move to the Concur Travel Expense Reimbursement system:**

- **Beginning September 1st, 2021:** The system is configured to the State and RF travel policies. Please review this [New York State Policy](#) for state-funded travel, and the [RF Travel Guidelines](#) for research-funded travel.
- **September 15th - September 30th:** The [Travel and Expense website](#) is being updated to improve navigation and add Concur training materials, such as web-based training and quick reference guides. Please keep checking the website for updates.
- **September 21st - October 14th:** Virtual training sessions for State and RF Employees will take place. Please plan to attend one, 90-minute session featuring a live Concur trainer as well as a Stony Brook University trainer. These sessions will give a step-by-step tutorial on how to use Concur.

Dates and times for each group are listed below. If you are unable to attend the virtual training session for your group, a recorded session will be available on the Travel and Expense website after the conclusion of each session. You can expect to receive an email to sign up for one of the sessions next week!

**State Employees**

Tuesday, September 21, 2021 from 2pm-3:30pm EST

Tuesday, September 28, 2021 from 2pm-3:30pm EST

Tuesday, October 5, 2021 from 2pm-3:30pm EST

**RF Employees**

Wednesday, October 6, 2021 from 2pm-3:30pm EST

Thursday, October 14, 2021 from 2pm-3:30pm EST

If you have questions about the transition to Concur, please visit the [Travel & Expense website](#), or contact [Gerardina.Paduan@stonybrook.edu](mailto:Gerardina.Paduan@stonybrook.edu). This site will be updated with additional information closer to the migration to Concur.

Warm Regards,  
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Stony Brook University