

Dear Colleagues,

As previously communicated, the Stony Brook Foundation has moved to **Concur** for travel expense reimbursements & JPM Chase credit card reconciliations. Concur currently handles State & RF travel expense and procurement card reconciliations.

The Foundation will continue accepting paper requisitions for travel reimbursement **until April 30, 2024**. After April 30, 2024, all travel reimbursements must be submitted through Concur.

The following is a list of key dates associated with Stony Brook Foundation's transition to the Concur:

Thursday, April 11, 2024 – 1:00pm

Thursday, April 18, 2024 – 1:00pm

Thursday, April 25, 2024 – 1:00pm

Live zoom training sessions for International Travel Requests and Travel Expense reimbursements. You only need to attend one session.

Wednesday, April 10, 2024 – 1:00pm

Wednesday, April 17, 2024 – 1:00pm

Wednesday, April 24, 2024 – 1:00pm

Live zoom training sessions for JPM Chase Credit Card Expense Reporting. You only need to attend one session.

****[CLICK HERE TO REGISTER FOR ONE OF THE ABOVE TRAINING SESSIONS](#)****

April 30, 2024: The Stony Brook Foundation will no longer accept paper travel reimbursement requests. All reimbursement requests will now be submitted through Concur.

****NEW SBF POLICY ON EMPLOYEE REIMBURSEMENTS****

Beginning June 1, 2024, SBF will only accept reimbursements for travel expenses and business meal & entertainment expenses. Department purchases made by employees and students with their personal funds for supplies, equipment and all other goods and services **will not** be eligible for reimbursement.

Purchases for supplies, equipment, goods, and services must be paid by SBF JPM Chase Credit Card, purchase order or by submitting an invoice via AvidXchange.

Employee **Travel** reimbursements (including hotel, meals, and transportation) must be submitted through the [SBU Concur](#) platform.

June 1, 2024: The Stony Brook Foundation will no longer reimburse employees or students for items or services purchased with personal funds. Department purchases for supplies, equipment and all other goods and services must be either purchased using their SBF JPM Chase Credit Card, through a purchase order or by submitting an invoice via AvidXchange.

Sincerely,
Kacy Bullard
COO & CFO
Stony Brook Foundation