



## ***Business Matters @ Sac State***

***Topic: Concur travel reimbursement will be fully transitioned – Effective: July 1, 2020***

**DATE:** January 30, 2020

**TO:** Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

**FROM:** Daljit Khangura, Director, Accounts Payable & Travel

As you may be aware, the campus has been rolling out a new travel system - Concur Travel & Expense. Training for Concur started at the end of 2018 and the transition period is fully ending on **June 30, 2020**. On July 1, 2020, all travel requests and reimbursements for employees will need to go through the Concur system. Non-employee, student, group, UEI, or Foundation travel will not be going through the Concur system at this time.

The Concur Travel Team will work with each division as the time comes to start training. Training sign-ups will be conducted by an emailed survey with the available dates you can select for training. All employees who travel, approve, or assist with the University travel process are **required** to attend training and there is no opting out of using Concur. **Once you have attended a training, you will have access to the system. For Academic Affairs, please contact your College/Program Center for designated training dates.**

The two-hour training session will guide campus staff and faculty through this new process by:

- Setting-up your personal profile.
- Overview of creating a new request
- Booking through the system.
- Overview of creating an expense report.

Employees, who travel, will need to apply for a Concur Travel Credit Card. To start this process you will need to take the **Travel Card Training** course through CSU Learn. This card is University paid and is to be used for any business travel expenses going through the new system. Please complete the online course and submit a credit card application. **For Academic Affairs, please contact your College/Program Center regarding Concur Travel Cards.**

Concur is replacing all requisitions in CFS and paper claim forms. Once you have attended a training session, it is required to use the Concur system. CFS access for travel requisitions will be disabled after you have completed training and paper travel claims will not be processed.

We appreciate your patience as we transition into a modern, electronic travel system that will save us both time and expenses.

Please email Accounts Payable at [sacstatetravel@csus.edu](mailto:sacstatetravel@csus.edu) if you have any questions or concerns.

### ***Financial Services and Budget Planning & Administration***

*Administration and Business Affairs Families*

Office of the Associate Vice President - Accounting Services - Accounts Payable & Travel –  
Budget Planning & Administration - Bursar's Office - Procurement and Receiving – Property Management - Ticketing