



SACRAMENTO
STATE

BUSINESS MATTERS @ SAC STATE

TOPIC: Concur Expense & Approval Changes

DATE: Tuesday, September 15, 2026

FROM: Financial Services

To support operational efficiency and strengthen internal controls, we have implemented several updates and enhancements to Concur that improve functionality, streamline business processes, and enhance oversight capabilities.

1. **Risk Management approval removed from the Concur workflow:** RM staff now receive an automated centralized report of all international travel submissions, including Riskline risk indicators, and retain view-only access to Concur requests for document review. Oversight continues — it just no longer sits in the approval chain.
2. **Marketing approval streamlined for Hospitality:** It's now required only when a request includes logoed or branded promotional merchandise, and review happens once, at the Hospitality Justification Form stage, rather than being duplicated at the Expense Report stage.
3. **Updated Hospitality event types:** "Entertainment/Recreational" is now "Sporting Event (Professional)" and requires President Exception Approval. A new "Sporting Event (University Team)" type has been added for University athletic events.
4. **"Other Expense":** Now requires a comment explaining the expense regardless of approval policy, to encourage more accurate expense-type selection.
5. **Parking/Tolls and Personal Car Mileage:** Can now be submitted on Non-Travel Expense Reports.

If you experience any issues or have questions or concerns, please submit an Optimize ticket by accessing Concur from your MySacState page or from [HERE](#).