Reminder: New Travel Expense Reimbursement System Coming Soon

Good Morning,

The Stony Brook University Travel Program, which is part of the Procurement Office, sent an email last month announcing our plans for Stony Brook University and Stony Brook Medicine to begin implementing the Concur System for travel expense reimbursement this Fall.

This new system will allow University and Medicine Faculty and Staff to automate and speed up our current travel expense reimbursement process. We look forward to bringing the numerous features and benefits of the Concur platform to Stony Brook.

- **Easier and More Transparent Travel Request Process**: Requests for travel pre-approval can be easily entered into the Concur platform from your computer or mobile device. Once a request is submitted, you'll receive a notification at each stage of the approval process as our internal teams view your request.
- **On-The-Go Features**: Concur's web-based program also features a mobile app where users can quickly log expenses, snap photos of receipts while traveling, and update/revise travel expenditures in real time from any mobile device.
- **Automated Reimbursement Process**: With on-the-go travel expense updates, the travel reimbursement request process will be much quicker and easier to track when your travel journey comes to an end.

We will send another email in early August announcing our roll-out timing and plans for training each of you on this dynamic system. Until then, we hope you continue to enjoy the summer.

Warm Regards,
Carmen Gonzalez
Assistant Vice President, Procurement
Stony Brook University