

Dear Colleagues,

The Concur Travel Expense Reimbursement system launch is almost here! This exciting transition has been taking place behind-the-scenes by the Stony Brook University Concur Implementation Team, and we are ready to begin training each of you on the new platform.

TRAINING SESSIONS

Each live, 90-minute training session will include a virtual demonstration of how to use Concur. Please use the link below to register for one training session based on your affiliation with SBU as a State or RF employee.

Link to register: https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV_3TOdVWhz1VZ6FBY

Training Sessions for State Employees (please register for one of the following sessions):

- 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

Training Sessions for Research Foundation (RF) Employees (please register for one of the following sessions):

- Wednesday, October 6, 2021 from 2pm-3:30pm EST
- Thursday, October 14, 2021 from 2pm-3:30pm EST

PRIOR TO YOUR TRAINING SESSION

Concur has been configured to the State and RF Travel Policies. Prior to your training session, please review this [New York State Policy](#) for state-funded travel and the [RF Travel Guidelines](#) for research-funded travel.

AFTER YOUR TRAINING SESSION

If you are unable to attend one of the training sessions above, recordings from each session will be available on the [Travel & Expense website](#) soon. The Procurement Travel Team also plans to host monthly training sessions for new hires or those that may need a refresher on how to use the platform. Please complete the registration form and select the “I’m interested...” option to be added to our training list.

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

Warm Regards,
Carmen Gonzalez
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Stony Brook University