

Dear Colleagues,

As part of our campus-wide effort to find ways to operate more efficiently, reduce costs and streamline operations, the [SBU Travel Program](#) is looking forward to upgrading to the Concur Travel Expense Reimbursement system in September.

For Stony Brook University and Stony Brook Medicine employees, Concur will:

- Expedite processing times by automating travel approval and expense reimbursement
- Allow for on-the-go capabilities through a user-friendly mobile application
- Offer a simplified experience for requesting reimbursements - simply attach receipt images to a report instead of mailing paper receipts
- Serve as an electronic archive for all expense reports

For Stony Brook, Concur will allow us to:

- Have access to an easy-to-use web-based application, with mobile device capabilities, to streamline processes and drastically reduce manual tasks
- Gain better visibility to travel and expense spending
- Eliminate the need to collect, manage and store paper receipts
- Systematically support travel and expense policy compliance

TRAINING

Please watch for an email later this month with information on how to register for virtual training sessions, as well as links to additional training resources which will help our Stony Brook community become familiar with the Concur system and help prepare for the September transition to the platform.

FREQUENTLY ASKED QUESTIONS

Until that time, thank you to everyone who has reached out inquiring about details on our Concur implementation. We have drafted a list of FAQs, which will be on the Travel and Expense website soon, and can also be viewed [here](#). If you have additional questions, not listed in the FAQs, please reach out to Gerardina.Paduano@stonybrook.edu.

Warm Regards,
Carmen Gonzalez
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