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Attention Commonwealth Travelers – SAP Concur is Coming!

SAP Concur is an all-in-one travel planning and expense tool

The Office of Comptroller Operations is pleased to announce an upcoming transformation. The current procedure of booking online with GetThere and submitting expense reimbursement via the SAP travel expense module will be replaced with one tool, SAP Concur Travel & Expense.

This transformation will significantly reduce the administrative time of booking and expensing employee business travel costs and will offer enhanced features, such as:

- Integrated travel and expense: book travel and link itineraries to expense reports
- Smart E-receipts: Corporate credit card charges and e-receipts can be automatically populated to the expense report to significantly reduce or eliminate manual scanning and attaching.
- Improved interface: a user-friendly application for booking travel and submitting expenses.
- Mobile capabilities: book travel, track mileage, and submit expense reports are options available for you to complete via your mobile device

The transition is expected to take place in December 2019 and this is the first of many communications on this project. Additional communications will be distributed throughout the project and training will be provided before the transition.

Questions can be directed to the Bureau of Commonwealth Payroll Operations at [OB, BCPO](#).