Posted to Employee Bulletin Board – 08/13/19

Travel & Expense – What is SAP Concur?

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

The Commonwealth is replacing the current procedures of booking online with GetThere and submitting expense reimbursement via the SAP travel expense module with one tool, SAP Concur Travel & Expense. The transition is expected to take place in December 2019.

What's in it for me?

- Improved user experience – Concur integrates booking and expense reporting with a user-friendly interface for your computer and mobile devices.

- Expenses made easy – booking and receipt data flows automatically into Concur Expense, so the expense report is built for you and employees save time by quickly creating and submitting accurate in-policy expense reports.

- Faster approvals – with more accurate data and the SAP Concur mobile app, managers can review and approve expense reports faster anywhere, anytime.

Additional communications will continue to 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.