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Looking to request a brand new Procurement Card or Travel & Entertainment Expense? With Concur, the process is simple and secure. Here’s how to get started:

1. **Request a New Card or Expense:**
   - Log into your Concur account.
   - Navigate to the New Card Request or Expense Report module.
   - Follow the on-screen prompts to provide necessary details.

2. **Travel & Expense Reporting:**
   - Use Concur Travel & Expense reporting features to create detailed expense reports.
   - Submit reports for approval and reimbursement.

3. **Card Management:**
   - Concur provides tools for managing and tracking procurement cards.
   - Monitor card balances and spending trends.

Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial system and support departments’ success in managing their fiscal responsibilities.

**Budget & Finance Weekly Digest**

**March 29, 2023**

- **Tips & Tricks:**
  - **Default Projects, Purchase Orders and Commitment Reconciliation, Exception reporting, & Cost transfers.**
  - **Topics include Incoming Service Agreements, Contract Management, Gift Revenue, Intercampus transfers ILTF, and associated reports.**

- **Calendar:**
  - **Wednesday, April 14, 2021 @ 9 - 10:30am**
    - **Concur: Event and Expense Reimbursements Live Training Course**
      - Intended for preparers, hosts/payees, and financial managers who are familiar with policy and would like to learn about more advanced reimbursable expenses. Intended for preparers, hosts/payees, and financial managers who are familiar with policy and would like to learn about more advanced reimbursable expenses.

- **New Videos on the Travel Process: Travel Request & Expense Report**
  - The course is recurring on a monthly basis.
  - Visit the **Concur** page to find the answer to this question as well

- **FAQ Blink Page**
  - Have questions about this edition? The best way to contact our team is via Concur FAQ.

### Common Questions

**What is the difference between a Concur Expense Type and a PPM Category?**

- A Concur Expense Type is a category that groups expenses for reporting purposes.
- A PPM Category is a classification used in the financial system.

**FAQ Blink Page**

- **Questions can be found at Concur FAQ page.**

**About the Weekly Digest**

The **Weekly Digest** is a comprehensive resource for the latest information from the travel industry, including updates from suppliers and events. Stay tuned for ongoing updates!