

Hello everyone,

This Concur update addresses three areas.

1) Browser support ending for Microsoft IE versions 8 & 9

Concur's support for use of its software with these browsers ends on February 12, 2016. Users on campus need to update to a later version of IE browser or use a different browser. Please contact the IT help desk for assistance with browsers.

2) Personal Charges

Since introducing the Concur system, we are seeing significant personal use of the pcard. This is contrary to university policy and creates additional work for administrators, the Cashier's Office and the Concur support team in the Controller's office to process expense reports with reimbursements for personal expenses.

Please remind P card holders that in the event trips involve business and personal expenses, personal credit cards **must** be used to pay for the non-business portion of the trip. For example, hotels readily take personal and business credit cards for trips that involve both purposes.

We have removed personal expense as an expense category to use in Concur. If a pcard is used for personal expenses, the personal expense box should be checked and it should be allocated to the expense type that the charge reflects (e.g., hotel). For out-of-pocket expenses that include both personal and business expenses, only the business expense should be included in the expense report.

3) Weekly Accrual Report – schedule change to Tuesdays

The report timing has been changed so that it is now being sent each Tuesday instead of each Monday. This report is updated nightly so the data reflects activity as of the prior business day.