**Concur Expense Management (not just for travel claims)**

On April 1, Concur Expense Management was launched to UOIT employees. Concur is an automated expense management system used for reimbursement of any business related expenses and not just travel. Concur, which powers UOIT’s new expense system, will feature a user-friendly online booking process, which includes an improved expense reporting process and a faster reimbursement cycle.

Instead of manually completing separate request forms, employees will log into Concur to file all expense claim requests.  By leveraging Concur’s Expense platform, employees will benefit from time saving and efficiency features such as:

* receipts upload
* simple approval process
* status tracking

Concur Expense offers a quicker turnaround on processed expense reports, with reimbursements being direct-deposited into employee bank accounts in approx. three to five business days after approval. What this means to the employee is that they will have access to their money faster whilst concurrently creating time and process efficiencies for both parties to the transaction.

We scheduled training for each department and faculty and will be effecting and enabling access to the system at specified and agreed scheduled dates. The last department are scheduled to go live in September 2016.

Concur offer faculty and staff submitting an eligible business expense a better, faster way to manage travel and handle expenses.

Please liaise with your department administration for further information regarding your rollout date and training time.

In the interim (until your scheduled rollout) we will be accepting paper expense reimbursement claims for your department/Faculty up to but not exceeding 30 days subsequent to your “Go live” date.

BMO Corporate credit card will go live effective October 28th 2016. We will be communicating details of this launch on the weekly report. We will also be delivering virtually for those who are unable to attend. Links for this step by step training will be provided to those who are not able to attend and just require an ongoing guide.

The new travel and expense system will go live for the entire University by September 2016.

Questions about Concur may be directed to the Implementation Team:

* [Kay.ali@uoit.ca](mailto:Kay.ali@uoit.ca)
* [Sheree.hendricks@uoit.ca](mailto:Sheree.hendricks@uoit.ca)