MEMORANDUM

To:	NEW Solutions Program Enrollees, NEW Solutions Staff, Monitors and Coordinators
From:	NEW Solutions
Subject:	Concur Travel and Expense Management System
Effective Date:	October 4, 2024

We are pleased to announce the roll-out of the Concur Travel and Expense system.

Benefits of Concur Travel and Expense
- Concur integrates travel booking and expense reporting into one system.
- Concur's single system = quicker and easier processing.
- Concur reduces the administrative burden of completing and reviewing manual expense reports.

The transition to Concur will take place in late October. There will be additional communications coming in regard to training dates and materials

The new Concur system offers enhanced features including:
- **Mobile capabilities:** Book travel and submit/approve expense reports via your mobile device.
- **E-receipts:** Attach receipt images to a report instead of mailing paper receipts attached to a paper report.
- **Smart expenses:** Itinerary data is captured at the time travel is booked, and electronic receipts can be attached later in the expense report.
- **Improved interface:** Book travel and create expense reports all in one place.

Thank you,
NEW Solutions