

FINANCE ANNOUNCES NEW TRAINING DATES FOR CONCUR EXPENSE!

Concur Expense, York University's new, online, automated expense reporting system is now live! Submitting expense claims for employees who travel or incur business expenses is a lot easier with Concur.

What are the benefits of the new system?

- Automation of the existing manual paper based process
- Faster and more convenient processing of claims
- Electronic routing and approval of claims
- Ability to track your claims throughout the approval process
- Accessible via the web 24/7, including access from your mobile device
- Automated calculation of currency conversions, HST rebates and mileage reporting
- Improved compliance with York University and Granting Agency policies

Invitation to Training for Faculty and Staff

Regular in-lab training courses for **Concur Expense** will begin on July 25th. The following training courses will be available:

Course	Who should attend	Length
Concur Expense: Preparing an Expense Claim (FNCE04)	<ul style="list-style-type: none"> • Faculty and staff who prepare their own expense claims • Administrative staff who prepare expense claims on behalf of individuals they support 	2.5 hours
Concur Expense: Reviewing/ Approving an Expense Claim (FNCE03)	<ul style="list-style-type: none"> • Individuals who review expense claims prior to approval (e.g. Faculty Research Administrators, Administrative Support Staff) • Individuals who approve expense reports (e.g. Faculty, Managers and Cost centre signing authorities) 	1.0 hour

You may view upcoming training dates for these courses at the York Employee Learning Calendar by clicking [here](#).

If you are unable to attend one of the available training sessions, you may access the online training materials [here](#) using your Passport York account.

Thank you!

Finance Department