Subject: Reminder: New Concur Look Coming January 20

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We are writing to remind you that a new look is coming to the Concur travel and expense management application, scheduled to go live on Tuesday, January 20, 2015.

The Penn Travel and Expense Management (TEM) team has been working with a group of frequent users from the Schools and Centers who have already started using the new Concur interface successfully. Additionally, the new interface has been demonstrated to the TEM Advisory Group and they have been consulted and informed about the project planning and communications.

Who Is Affected?

All faculty, staff, and students who use Concur to create, submit, or approve expense reports or book travel will be affected.

What Will Change?

The new, more intuitive interface will have an updated look and feel, with enhancements to workflow processes, a new dashboard feature, and improved navigation. There are no backend or system processing changes. For more detailed information on what will change, please visit the Project website at https://cms.business-services.upenn.edu/penntravel/training-manuals/newui.html.

Reference Materials and New Interface Demo Sessions

Updated reference materials, including Concur instructional guides, how-to videos, and Travel and Expense FAQs, will be available when the new interface is launched on January 20. A “Noted Differences” document, which highlights the key new features and changes for approvers, Expense users, and Travel users, will also be available.

Numerous demo sessions will be held in the Schools and Centers to introduce users, delegates, and approvers to the new interface. Please contact your School/Center business office directly to find out about scheduled sessions. In addition, general demo sessions will be held on the following dates in the Business Services Conference Room, 3401 Walnut Street, Suite 440A (Room 470). Please register through Knowledge Link at the link below:

Concur/TEM: Demonstration of Concur’s User Interface Update (1 hour)

- Wednesday, January 21, 9:30-10:30 AM
- Thursday, January 22, 10:00-11:00 AM

Existing training materials in Knowledge Link will also be updated upon rollout of the new interface (Concur Expense Approver Knowledge Building and Concur Expense Approver Application Training). Users may retake training optionally.
For more information on the new interface, or to preview updated reference materials, visit the Project website at https://cms.business-services.upenn.edu/penntravel/training-manuals/newui.html.

Questions

If you have any questions, comments, or suggestions, please send an e-mail to temsupp@exchange.upenn.edu. For general information on Concur, please visit www.upenn.edu/penntravel.