



Dear Campus Community,

San José State University is preparing to launch SAP Concur, a new travel and expense management platform that will modernize and simplify how we manage:

- Travel Authorizations
- Travel Reimbursements
- Employee Reimbursements
- ProCard & Travel Card Reconciliation
- Travel Booking Services

SAP Concur will provide a more streamlined, transparent, and user-friendly experience for campus travelers, cardholders, approvers, and administrators.

What to Expect

As we continue preparations for full implementation in Summer 2026, the campus community will see:

- Distribution of new ProCards and Travel Cards (started on May 18, 2026)
- New integrated travel booking capabilities through Christopherson Travel
- Mobile receipt uploads and streamlined expense reporting
- Campus-wide training and support resources

This week, SJSU successfully wrapped up its Early Adopter Program, where campus participants helped test workflows, provide feedback, and identify opportunities to improve the user experience ahead of the broader rollout. Their partnership and insights have been instrumental in helping prepare the campus for launch and will inform the continued development of our [SJSU Concur Toolkit](#).

Training & Support Opportunities starting June 10, 2026 through September 30, 2026:

Topic	Date	Time
Introduction: Learn about Concur	Wednesday, June 10, 2026	10:00-11:00am
Weekly SAP Concur Training	Mondays Starting June 15, 2026	2:00-3:00pm
Weekly SAP Concur Training*	Wednesdays Starting June 17, 2026	11:00am-12:00pm
ProCard Reconciliation Training	Fourth Friday of the Month	11:00am-12:00pm

*The Wednesday sessions will begin as guided training for the first two weeks and then transition to an Open Lab format starting in July.

The topics and zoom links are also available in the [FABS Fiscal Year Calendar](#).

Additional Resources

[Concur Project Website](#)

Questions and Support

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Thank you for your partnership and support as we modernize SJSU's travel and expense management experience.

Warm Regards,

Sara Bonakdar
AVP, Strategic Business Services

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Senior Director, Finance Support and Innovation

This message is being sent to all faculty, staff and MPP employees outside the regular [SpartanMessenger](#) cadence to communicate important and critical information to the campus community regarding Concur implementation. Any and all other emails to employees must go through the SpartanMessenger [submissions](#) process for review and approval by University Marketing and Communications.



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