




# CALIFORNIA STATE UNIVERSITY, FULLERTON

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**Date:** April 14, 2017

**To:** Campus Employees

**From:** Danny C. Kim   
Vice President for Administration & Finance/CFO

**Subject:** Introduction to Concur Solutions

I am pleased to announce that a Project Team has been established and diligently working since late 2016 to deliver an automated travel and expense management system to the campus. This effort directly corresponds to our Division of Administration and Finance Strategic Plan Goal 3 to 'develop and implement effective business processes to strengthen administrative efficiencies and delivery of services'.

Working with Concur Technologies, Inc., a leading global provider of integrated travel and expense management services and solutions, the system will utilize both web and mobile solutions to provide the campus with a fully integrated workflow system to manage both travel as well as procurement card expenses. Concur Solutions has been successfully implemented throughout higher education including several other CSU campuses.

Information regarding the travel and expense management system, including a brief video presentation of the application and FAQs is available at <http://finance.fullerton.edu/concur/>. Progress reports and updates, including the schedule for training and roll-out to the campus will be posted to the website as information becomes available. In addition, I encourage you to attend Tech Day on April 19<sup>th</sup> at the Pollak Library and visit the Concur Solutions display booth to learn more about the travel and expense management system.