

SAP Concur Go-Live on August 1 – Transition Information and Additional Resources

1 message

Tue, Jul 21, 2026 at 8:01 AM

SJSU | ADMINISTRATION AND FINANCE



Dear Campus Community,

We are pleased to announce that the full transition to **SAP Concur** will be effective **August 1**. Beginning on this date, SAP Concur will become the university's official system for travel and expense management.

To support a smooth transition for our campus community, the **Financial Transaction System (FTS)** will remain available **only for processing reimbursements associated with travel authorizations that were initiated in FTS prior to August 1**. This temporary accommodation is intended to minimize disruptions for travelers and departments with travel already in progress.

Please note the following important changes, effective August 1:

- **All travel authorizations and expense reports for employees and non-employees must be submitted through SAP Concur.**
- **FTS will no longer accept new travel authorizations.**
- **FTS should only be used to complete reimbursement processing for travel authorizations that were created in FTS before August 1.**

As part of this transition, the university is deferring to the newly created [CSU Payment Card Policy](#), and retiring prior guidelines. To help faculty and staff navigate these changes, a series of **SJSU Quick Reference Guides (links provided below)** are now available with step by step instructions, policy highlights, and best practices for using SAP Concur and complying with the updated payment card requirements. We encourage all campus community members to review these resources before initiating new travel or expense transactions.

Thank you for your patience, flexibility, and partnership throughout this implementation. We appreciate your continued support as we modernize our travel and expense processes.

For additional support, please visit [Concur Travel and Expense Management project website](#), where you can access training materials and schedule, Quick Reference Guides, FAQs, and other implementation resources. We also encourage you to check out our [SJSU Concur Toolkit](#) to help you navigate through this transition. If you have questions, please contact financeconnect+concur@sjsu.edu.

Resources:

- [SJSU Travel w/ Concur Checklist 2026](#)
- [SJSU Prepayment for Travel Expenses Matrix](#)
- [SJSU Payment Card Quick Guide 2026](#)
- [SJSU Hospitality Quick Guide 2026](#)
- [SJSU Concur Toolkit](#)
- [SJSU SAP Concur Training - Google Calendar](#)

Warm Regards,

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Note: this message is being sent to SJSU employees (faculty and staff) outside the regular [SpartanMessenger](#) cadence, in compliance with CSU-required campus notification of a new systemwide tool. Any and all non-urgent and routine email communications to employees must still be [submitted to SpartanMessenger](#). Non-urgent news to students may be sent through the [Sammy app](#) and/or email. [Get the latest campus safety updates](#).



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