

Out-of-Pocket Expense Reimbursement and the Concur Pilot

Beginning **Thursday, October 15, 2009** Concur Pilot participants will begin using the University's new **Travel & Expense** system (Concur) to submit expense reports to reimburse their out-of-pocket business expenses and electronically route the reports for approval. The *Concur expense report* replaces the:

- Travel and Business Hosting Expense Report (paper form)
- M-Pathways Non-PO Voucher

You will continue to use the M-Pathways Non-PO Voucher to reimburse:

- Students who do not have an employment relationship with a participating Concur Pilot unit
- U-M guests for their out-of-pocket expenses, as appropriate

The M-Pathways Non-PO Voucher has been modified so that you cannot complete one for an individual participating in the Pilot.

My LINC Resources:

- To learn how to create an expense report, see the [Create and Submit a Concur Expense Report with Out-of-Pocket Expenses](#) step-by-step procedure.
- For hands-on coaching, complete your first expense report at a Concur Pilot Production Support Lab (TEL101). Click *Register Myself* from the Lab's [Activity Details](#) page to register for a session. Don't forget to bring your own work!

Assistance or Questions?

Contact your representative on the Concur Steering Committee or the Procurement Solutions Team for business process and policy questions:

- Phone: 734-764-8212, option 1
- E-mail: procurement.services@umich.edu

Contact the ITS Help Desk for Concur system questions:

- Phone: 734-936-7000, option 3
- Web: http://www.mais.umich.edu/online_help_desk/