SJSU

SAP Concur Update: Authorizing Travel Using Research and Tower Foundation Funds

Thu, Aug 27, 2026 at 8:01 AM

SJSU | ADMINISTRATION AND FINANCE

Dear Campus Community,

As we continue our transition to **SAP Concur following our August 1 go-live**, we want to provide additional guidance regarding travel funded through our auxiliary organizations.

As shared in previous communications, SAP Concur is now the university's system for travel, expense reimbursement, and Payment Card activity.

At this time, however, our auxiliary organizations are unable to use SAP Concur due to the fact that they do not operate in PeopleSoft HR and the CSU's Common Financial System (CFS), integration with which the CSU has established as a functional, systemwide requirement for utilizing SAP Concur.

As a result, the **Research Foundation and Tower Foundation have created a new manual Request for Approval of Travel form,** that can be used by both auxiliaries, to capture the travel approvals/requests that were previously completed electronically through the **Financial Transaction System (FTS)**. This new form provides a consistent process for documenting the required approvals before travel arrangements are booked when using Research Foundation or Tower Foundation funds.

Travel Approval Is Required Before Booking

Regardless of the funding source, **all travel must be approved before any travel arrangements are booked**.

To assist campus travelers in obtaining the appropriate approvals when using **Research Foundation or Tower Foundation funds**, the respective auxiliary's **Request for Approval of Travel form has been updated**. Please follow the applicable process below.

Research Foundation

Who should use the form?

The updated Request for Approval of Travel form should be used by:

SJSU faculty and staff traveling on funds provided through the Research Foundation

Project Participants – Individuals whose travel is paid for by a Research Foundation contract, grant, or program and who are not Research Foundation employees, consultants, or SJSU faculty, staff, or students

Research Foundation employees for international travel only

How do I submit the form?

SJSU faculty, staff, and students with Workday access: Attach the approved form to a **Spend Authorization request in Workday** and submit.

Project participants, students, faculty, and staff without Workday access: Submit the approved form to **Foundation-Travel-Desk@sjsu.edu**.

For **international travel**, copy the Research Foundation Risk Manager, currently **Michael.lok@sjsu.edu** and the University Risk Manager, Karen Vogler **Karen.Vogler@sjsu.edu** to obtain the required travel insurance.

For more detailed information regarding approvals, please review **Section 5 of the Research Foundation Travel Policy**. **Please note that this is a Research Foundation policy and is separate from the University's travel policy and SAP Concur processes**.

Tower Foundation

Who should use the form?

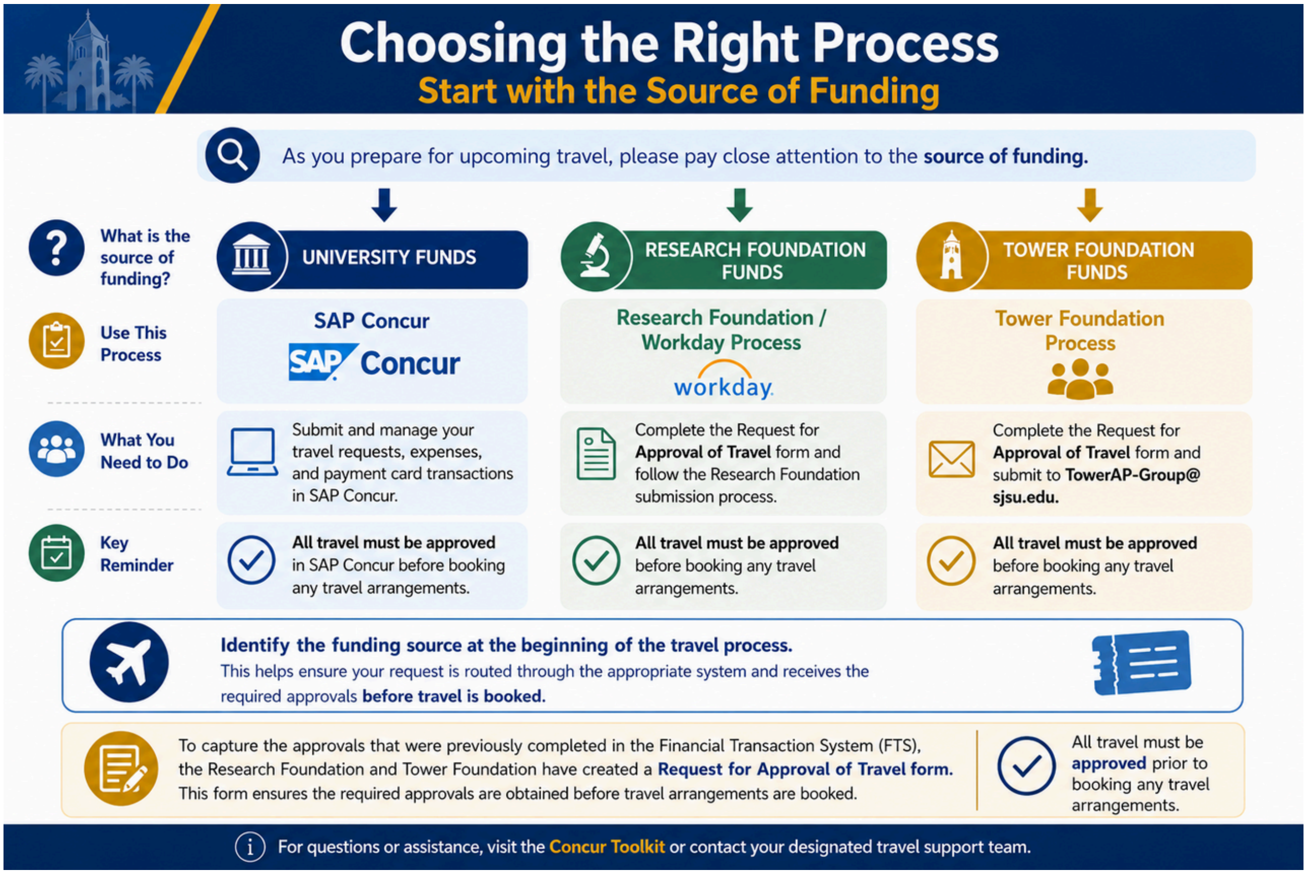
The updated Request for Approval of Travel form should be used by:

SJSU and Tower Foundation employees using philanthropic funds for university or Foundation business travel

SJSU students and non-employee travelers using philanthropic funds for university or Foundation business travel

How do I submit the form?

Submit the approved Request for Approval of Travel form to **TowerAP-Group@sjsu.edu**.



KEY POINT: Identifying the funding source at the beginning of the travel process will help ensure that your request is routed through the appropriate system and receives the required approvals before travel is booked.

Concur Resources and Training

For university travel processed through SAP Concur, we continue to encourage the campus community to take advantage of the resources available in the [Concur Toolkit](#).

The Toolkit continues to be updated based on questions and feedback received since go-live and includes:

Quick Reference Guides with step-by-step instructions for common Concur processes

Instructional videos demonstrating key transactions and workflows

Guidance to support the transition to the **new CSU Payment Card Policy**

Frequently Asked Questions and additional process guidance

Training materials and other resources to support you as you become familiar with Concur

We also strongly encourage employees who work with travel, expenses, or Payment Cards to **attend our ongoing** [training sessions and open labs](#). These sessions provide an opportunity to walk through processes in Concur, ask questions, and receive assistance with real-world scenarios.

Please visit the **Concur Toolkit** for the current training cadence, session information, and available resources.

Thank you for your continued patience, engagement, and partnership as we move beyond go-live and continue to refine our travel and expense processes.

Sincerely,

Finance & Business Services

Research Foundation

Tower Foundation

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.

SJSU SAN JOSÉ STATE UNIVERSITY

Division of Administration and Finance

One Washington Square
San José, CA 95192

sjsu.edu