

## Learn more about Concur at College of DuPage in 2017!

The Teaching and Learning Center is excited to partner with the Accounts Payable department to provide monthly sessions about the Concur travel management system. Employees will have opportunities to attend topic-specific training sessions on a bi-monthly basis along with bi-monthly Ask and Expert sessions in order that specific questions regarding Concur can be addressed.

The schedule for 2017 is as follows (note that the training sessions require registration in order to attend)

| <b>Concur Training Sessions 2017</b> (*registration required for each session)          |  |
|---|--|
| 2/16/17<br>10:00-11:30 a.m.<br>SRC2030  | Concur 101 Training<br><i>Open-enrollment</i><br>TANDL-0615-001                                  |
| 4/20/17<br>10:00-11:30 a.m.<br>SRC2030  | Concur Training: Updating Your Profile<br><i>Open-enrollment</i><br>TANDL-0615-002               |
| 6/22/17<br>10:00-11:30 a.m.<br>SRC2030  | Concur Training: Policies and Procedures<br><i>Open-enrollment</i><br>TANDL-0615-003             |
| 8/31/17<br>10:00-11:30 a.m.<br>SRC2030  | Concur Training: Mileage Reimbursement<br><i>Open-enrollment</i><br>TANDL-0615-004               |
| 10/19/17<br>10:00-11:30 a.m.<br>SRC2030   | Concur Training: Out-of-Pocket Expense Reimbursement<br><i>Open-enrollment</i><br>TANDL-0615-005 |
| <b>Concur Ask an Expert Sessions 2017</b> (*walk-in sessions, no registration required) |  |
| 3/23/17<br>10:00-11:00 a.m.<br>SRC2030  | Ask an Expert: Concur<br><i>Walk-in session</i>  |
| 5/25/17<br>10:00-11:00 a.m.<br>SRC3013  | Ask an Expert: Concur<br><i>Walk-in session</i>  |
| 7/20/17<br>10:00-11:00 a.m.<br>SRC2030  | Ask an Expert: Concur<br><i>Walk-in session</i>  |
| 9/21/17<br>10:00-11:00 a.m.<br>SRC2030  | Ask an Expert: Concur<br><i>Walk-in session</i>  |
| 11/16/17<br>10:00-11:00 a.m. <b>Cancelled</b>   | Ask an Expert: Concur<br><i>Walk-in session</i>  |

SRC2030

**CONTACT INFORMATION**

**Teaching and Learning Center**

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