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)

<table>
<thead>
<tr>
<th>Concur Training Sessions 2017 (*registration required for each session)</th>
<th></th>
</tr>
</thead>
</table>
| 2/16/17 | Concur 101 Training  
Open-enrollment  
TANDL-0615-001 |
| 4/20/17 | Concur Training: Updating Your Profile  
Open-enrollment  
TANDL-0615-002 |
| 6/22/17 | Concur Training: Policies and Procedures  
Open-enrollment  
TANDL-0615-003 |
| 8/31/17 | Concur Training: Mileage Reimbursement  
Open-enrollment  
TANDL-0615-004 |
| 10/19/17 | Concur Training: Out-of-Pocket Expense Reimbursement  
Open-enrollment  
TANDL-0615-005 |

<table>
<thead>
<tr>
<th>Concur Ask an Expert Sessions 2017 (*walk-in sessions, no registration required)</th>
<th></th>
</tr>
</thead>
</table>
| 3/23/17 | Ask an Expert: Concur  
Walk-in session |
| 5/25/17 | Ask an Expert: Concur  
Walk-in session |
| 7/20/17 | Ask an Expert: Concur  
Walk-in session |
| 9/21/17 | Ask an Expert: Concur  
Walk-in session |
| 11/16/17 | Cancelled  
Ask an Expert: Concur  
Walk-in session |
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