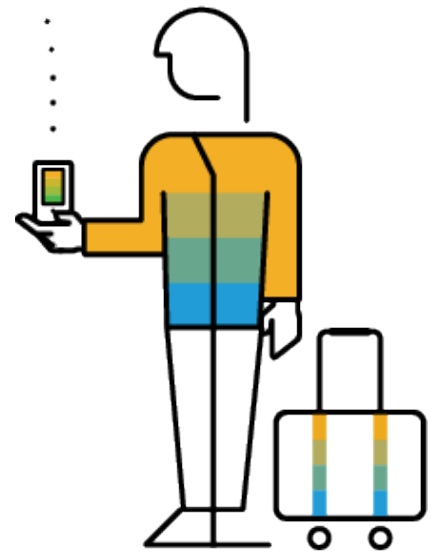


# SAP Concur is live in the UK from Monday 7<sup>th</sup> October

## What is changing?

- #1 You no longer need to submit physical reports and receipts
- #2 Receipt images are now uploaded directly to Concur
- #3 Submit expenses via handy mobile app
- #4 Get notifications when exceeding daily allowance for meals
- #5 Coming soon: Infotel will no longer be used for hotel bookings. Further info to follow



## What is not changing?

- #1 Continue to book travel/accommodation online
- #2 Any expenses purchased by credit card and any cash expenses incurred prior to the go live date should be actioned per the existing process in SAP.
- #3 This includes clearing the credit card expenses after they are loaded in SAP later in October.

