

**From:** [FSUSponsoredResearch](#) on behalf of [Sponsored Research Administration via FSUSponsoredResearch](#)  
**To:** [Sponsored Research Administration via FSUSponsoredResearch](#)  
**Subject:** [FSUSponsoredResearch] Impact of Concur Travel System Changes on Sponsored Projects  
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### **Impact of Concur Travel System Changes on Sponsored Projects**

There have been some recent updates to the Concur software, which have necessitated the suspension of certain steps in FSU's travel request process. As a result, travel will no longer go through an available balance budget check, nor will travel be encumbered. With this change, it is going to be imperative that departmental personnel keep close track of travel on sponsored projects.

Departments should ensure sufficient budget is available and promptly process all travel expense reports so expenses can be posted to the correct project(s). This will be especially important during the final invoice review process, as any charges processed after the final invoice has been sent will need to be paid from non-sponsored funding.

Please contact Angela Rowe, [arrowe@fsu.edu](mailto:arrowe@fsu.edu) if you have any questions.

*Pamela Ray, CRA, CPA  
Senior Director, Sponsored Research Administration  
Florida State University  
874 Traditions Way  
Tallahassee, FL 32306-4166  
850-644-8643 office  
706-347-0977 cell*