From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Concur Transition - Expense Reports Approval and Blackout Period
Date: Wednesday, February 18, 2026 9:20:50 AM
Attachments: ATT00001.txt



Concur Transition - Expense Reports Approval and Blackout Period

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Sent on behalf of: Accounts Payable and Travel

Dear Colleagues,

As previously shared, the CSU Expense Management Optimization project which will bring all universities and auxiliaries using CFS onto one single, unified Concur platform for travel and expense management will go live on **March 9th**. If you or your team currently books travel, submits, reviews or approves expense reports in Concur, this change impacts you.

Concur will be unavailable during a **blackout period from Feb 28th – Mar 8th** in order to onboard the new functionalities.

What You Need To Do

If you book travel in Concur:	The **Concur online booking tool** will receive an updated user interface and will be unavailable from Feb 28th – March 8th. If you are traveling or need travel support from Feb 28th – Mar 8th: • Contact Christopherson Business Travel directly at: **Advisor Team:** 855-993-0939 or 801-613-2826 **Email:** University.Travel@cbtravel.com
If you create Travel	You may create travel requests through Feb 27th for future travel, and

Requests:	they will be available in your profile when the blackout period ends. Beginning March 9th, your previously generated travel request may require new fields to be completed. If you have travel commencing *after* April 2026, we encourage you to hold off creating your Travel Request until March 9th.
If you submit or approve expenses:	Open expense reports in Concur must be **submitted, fully approved, and processed by Travel Office** by Friday, Feb 27th. Any expense reports **not fully approved and processed** by Feb 27th will be *centrally deleted* during the blackout period. This action will delete out-of-pocket transactions and move card transactions back to an Unassigned status. The user will then need to re-enter the deleted report in Concur beginning on March 9th.

For additional questions, please contact **traveloffice@csusm.edu**.

Thank you for your time and effort in preparing for this important transition!
Accounts Payable and Travel