Jill Heath

From: PCBO Subscription <pcbo_subscribe@csusm.edu>
Sent: Monday, March 9, 2026 9:00 AM
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Concur Unavailable March 9–10 | New Go-Live: Wednesday, March 11th
Attachments: ATT00001.txt



Concur Unavailable March 9–10 | New Go-Live: Wednesday, March 11th

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Sent on behalf of: Accounts Payable, Travel and Card Services

Hello PCBO,

Due to a systemwide, critical configuration delay this weekend, the Concur optimization go-live originally scheduled for **Monday, March 9th** has been postponed to **Wednesday, March 11th.**

What This Means for You:
Concur will remain unavailable **March 9th through March 10th**. During this blackout period, you will not be able to:

- Submit or approve expense reports
- Submit travel requests or book travel through Concur

What You Can Still Do:

- Book travel by contacting Christopherson directly
- Use our legacy processes in the meantime

UPDATED TRAINING SCHEDULE CAL STATE SAN MARCOS - END USER TRAINING	
• Universal Card Request session - *follow along to order your new card that will replace ProCards and Travel Cards* • Hospitality Justification Form • Local Mileage Expense Report (NEW) • Travel (including auxiliary funded) • Direct Pay	• ~~Mon, Mar 9, 2:30p -3:30p~~ **Wed, Mar 11, 10-11a (Card Order)** • ~~Tue, Mar 10, 2:30p -3:30p~~ **Thu, Mar 12, 10-11a (Hospitality)** • Wed, Mar 11, 2:30p -3:30p **(Local Mileage/Travel)** • Thu, Mar 12, 2:30p -3:30p **(Direct Pay)** • Mon, Mar 16, 10:00a – 11:00a **(Card Order REPEAT)** • Tue, Mar 17, 10:00a -11:00a **(Hospitality REPEAT)** • Wed, Mar 18, 10:00a -11:00a **(Local Mileage/Travel REPEAT)**

Please Note: A Universal Card Reconciliation training will be offered in late April once we get closer to the first close period.	• Thu, Mar 19, 10:00a -11:00a **(Direct Pay REPEAT)** • Mon, Mar 23, 9:00a -10:00a **(Card Order REPEAT)** • Tue, Mar 24, 9:00a -10:00a **(Hospitality REPEAT)** • Wed, Mar 25, 9:00a -10:00a **(Local Mileage/Travel REPEAT)** • Thu, Mar 26, 9:00a -10:00a **(Direct Pay REPEAT)** **Use this link for all trainings:** https://csusm.zoom.us/j/87353362121

Our team is just as eager to go live as you are! We are almost there and appreciate your patience. If you have questions, please contact shonour@csusm.edu with any questions!

Accounts Payable, Travel, and Card Services