From:	PCBO Subscription
To:	pcbodist@coyote.csusm.edu
Subject:	[Pcbodist] Please Proceed in Concur: Employee Hospitality, Travel, and Reimbursements
Date:	Monday, May 11, 2026 3:21:12 PM
Attachments:	ATT00001.txt



Please Proceed in Concur: Employee Hospitality, Travel, and Reimbursements

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Sent on behalf of: Accounts Payable and Travel

Dear PCBO Community,

Thank you for your patience while we worked through routing issues in Concur. Although the system is not routing perfectly, our team can help manually push things along if needed.

Please do not submit employee hospitality, travel, or reimbursements (direct pays) through Adobe Sign. These should be done in Concur going forward.

Items that remain in Adobe Sign:

- Non-employee travel and direct pays including student assistants

If you are having trouble with routing, please reach out to the appropriate resource mailbox below, and we can help.

- Hospitality - **hospitality@csusm.edu**
- Universal Card - **cardservices@csusm.edu**
- Travel - **traveloffice@csusm.edu**

Have a great week!!
Accounts Payable and Travel