

From: [Silverman, Celestine](#)
To: SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU; SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU
Subject: Coming Soon – SAP Concur New Expense User Interface (NextGen UI)
Date: Thursday, September 1, 2022 9:11:00 AM
Attachments: [image001.png](#)

The following message is being sent on behalf of Kathryn Homa, Penn Procurement Services:

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Dear Business Administrators:

Effective October 1, 2022, SAP Concur will switch to a new Expense User Interface (NextGen UI).

This new User Interface will replace the existing, Legacy User Interface currently used. The update should simplify common expense report actions such as hotel itemizations, allocations, and per diem creation.

No action by individuals seeking reimbursement will be needed prior to the transition.

Updated TEM resources within BEN Helps Support Portal will soon be available.

We would like to enlist your support in communicating this update to faculty, staff, and students who may be impacted. **Please use the below communication to remind your colleagues who may be impacted by this transition.**

If you have any questions, please contact doftemsapp@pobox.upenn.edu for assistance.

On behalf of the Penn Travel and Expense Management Team, thank for your support.

Kathryn McCoy Homa
Director Penn Travel Programs
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[3401 Walnut St., Suite 440A, Philadelphia PA 19104-6228](#)
215-746-4400
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The Penn Travel and Expense Management Team

Kathryn McCoy Homa

Director Penn Travel Programs

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