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**Subject:** SAP Concur New Expense User Interface (NextGen UI)  
**Date:** Monday, October 3, 2022 9:01:00 AM  
**Attachments:** [image001.png](#)

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***The following correspondence is being sent on behalf of Kathryn Homa in the Procurement Services Department:***

Dear Business Administrators:

SAP Concur's transition to the new User Interface (Next Gen UI) is now complete.

Solution articles have been updated in the BEN Helps Support Portal at <http://benhelps.upenn.edu/support/home>.

A new training course on Knowledge Link is available to walk a user through the basics of creating an expense report at [Creating Expense Reports in SAP Concur](#).

**Please use the below communication to advise your colleagues that this update is now in effect.**

On behalf of the Penn Travel and Expense Management Team, thank for your support. If you have any questions, please contact [doftemsupp@pobox.upenn.edu](mailto:doftemsupp@pobox.upenn.edu) for assistance.

**Kathryn McCoy Homa**

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