

## Disbursements Office

### What is Concur?

Concur is Ferris' system for travel and expense management. Concur is used to request travel, book travel, report expenses, and approve travel requests and expense reports. It is the mechanism through which employees are reimbursed for business-related expenses. Purchasing Credit Card charges automatically populate into your Concur account as Available Expenses.

### How do I get set up in Concur?

Your Concur account is created automatically when you are hired. However, your approval workflow needs to be set up through the Disbursements Office in order to submit requests or expense reports. Forms for setting up approval workflows are available at our office, on our website, or in the Disbursements portlet on the Forms tab in MyFSU.

### How do I get into Concur?

Use single sign on from MyFSU in the Home tab. You can also use the Concur Mobile phone app (see Mobile Registration in your Concur profile or contact our office for help).

### What training is available?

There is a link to training materials in the Help menu once logged in to Concur. Concur also has a number of instructional videos on YouTube. The Disbursements Office offers periodic training sessions through the Staff Center for Training and Development, as well as scheduled department trainings if the need arises.

### Where do I go if I have questions?

Visit, call, or email the Disbursements Office; we are happy to help!

Disbursements Office  
PRK 255  
(231) 591-3897  
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