

FAQs

How to register with Concur?

Visit [Concur](#) for instructions on registering and creating an account.

Do I have to use Concur?

CUNY highly recommends that travelers use Concur to book business travel, as the platform has been tailored to CUNY's guidelines. However, travel arrangements can also be booked outside of Concur.

How is my reimbursement issued?

New York State issues payment in the same manner as you receive your regular pay, check or direct deposit. The payment is sent separately from your regular paycheck and is typically received by employees within 10 business days from the day that Central Office approves the reimbursement request. Please note that payment requests are first audited by CUNY Central and then paid by New York State, which may impact the payment timeline. Be sure to look at all bank accounts, checking, savings.

What is a chartfield?

A chartfield is a CUNYFirst accounting tool to identify specific funding sources and assist with financial record keeping.

When to create a travel authorization?

Travel authorization is needed at least 30 days in advance when you plan on going to a conference and staying overnight. The authorization ensures that your supervisor approves the time period of travel and it also ensures that funding is available to cover the expenses.

What is considered an out-of-pocket expense?

Out of pocket reimbursement is used when an employee purchases merchandise using their personal funds and is requesting to get a reimbursement. Please note no travel authorization is needed for an out-of-pocket expense. Send the completed and signed "Out of Pocket Request Form", receipts, proof of payment and justification to AP for processing the reimbursement. Please note that SPS cannot guarantee reimbursement of expenses that have not been preapproved. Please reach out to Purchasing at purchasing@sps.cuny.edu to learn about the allowability of your proposed purchase before completing the transaction.

For any additional inquiries or questions please contact [Accounts Payable](#)