**NEW LOOK! Updates to SAP Concur eExpenses on 12 September 2022!**

SAP Concur have responded to their users’ feedback and requests to improve functionality and accessibility by updating the claimant screens (there are no changes to the approver screens).

***What is changing?***

The changes are designed to make submitting claims quicker and easier by:

* Reducing the need to move between tabs e.g. to view receipts;
* Aligning the web based interface look and feel with the SAP Concur app;
* Improving visibility and room to work on screen;
* Providing clearer visual cues and alerts for actions required.

***Do I need to do anything?***

You don’t need to do anything to update eExpenses. When you log in after 12 September, you will see the new screens.

You may wish to prepare for the updates:

* You can review an [introductory video (1:38)](https://youtu.be/en9IjahkJr4) and a [demo video (6:45)](https://youtu.be/82OWE8qILRY) in advance for a guide to the new screens.
* You may prefer to refer to the [How-To guides](https://www.youtube.com/playlist?list=PLbuOuTap4KoSoqlkQKVImuE0cXJq6rn7g) if you have a specific query when you are using the system. These short (1-2 minute videos) are a useful way to get a quick insight if you have a question about a particularly area.
* There is also fully updated online training available. [eExpenses training and support | Finance Division (ox.ac.uk)](https://finance.web.ox.ac.uk/eexpenses-training-and-support)

More information can be found on the website. [New look! eExpenses SAP Concur NextGen UI 12 September 2022 | Finance Division (ox.ac.uk)](https://finance.web.ox.ac.uk/sapnextgenui)

***Help and support***

Support on using eExpenses is available via the SAP Concur Helpdesk. Contact them on 0800 389 8758 or via Help within eExpenses, which offers a web form and chat function.

[Amend as appropriate: The admin team/finance team are available to support you. Contact XX if you have any queries.]