



## JOIN US FOR CONCUR TRAVEL AND EXPENSE REFRESHER & TRAINING CLASSES

### APRIL 26<sup>TH</sup> REFRESHER

#### Current Users

Please join the Procurement Services Team on **April 26<sup>th</sup>** for a **current user** refresher class. This is NOT training. This class is for those who have already had training and would like additional assistance or clarification. Please bring live examples such as travel request or expense reimbursement that may be shared with entire class. Click link to [Register Here](#) in Cornerstone using your MSM Connect credentials to login.

### APRIL 27<sup>TH</sup> TRAINING

#### New Users

Please join the Procurement Services Team on **April 27<sup>th</sup>** for a **new user** Travel and Expense training class. This class is for new employees who have not previously attended training. Click link to [Register Here](#) in Cornerstone using your MSM Connect to login. If you have previously attended training, contact [p2p@msm.edu](mailto:p2p@msm.edu) for approval to attend this session, however, we encourage you to attend the Refresher Class.

### Concur Refresher

**April 26<sup>th</sup>**

**9am – 11am**

**&**

**1pm – 3pm**

### Concur Training

**April 27<sup>th</sup>**

**9am – 11am**

- ❖ **Booking a flight**
- ❖ **Booking a hotel**
- ❖ **Booking a car rental**
- ❖ **Creating an expense report based on a completed trip**
- ❖ **Guest travel and guest reimbursement**

### PROCUREMENT SERVICES

720 Westview Drive  
Harris Building, Suite 142

404-752-8459  
[p2p@msm.edu](mailto:p2p@msm.edu)

Monday – Friday  
8:30 am – 5:00 pm