Travel, Expense & Invoice Management for Higher Education

SAP Concur is the world’s largest and most recognized travel and expense management company. SAP Concur offers a flexible, easy-to-use web and mobile solution to help drive efficiencies, control spend, and optimize visibility within the travel, expense, invoice, and risk management processes.

E&I members not only benefit from time and cost savings within T&E, but also increased traveler satisfaction, reduced reimbursement times, and a complete and accurate picture of spend data and traveler location. Plus, as a web-based solution, SAP Concur helps eliminate paper while increasing the efficiency of your institution’s T&E process.

Contract Highlights:

- Integrated, tailored solution for easier management of T&E, invoices, and travel management
- Travel risk management and compliance controls
- Simple, standardized reporting processes
- Easy-to-use web-based solutions and mobile applications
- Pre-trip approvals and cash advances
- Guest travel
- Per-diems
- Grant spend reporting
- Delegate functionality

For more information, visit [www.eandi.org/contracts/sap-concur](http://www.eandi.org/contracts/sap-concur) or contact your Member Relations Representative or Paul Harris, Business Development Manager, at [pharris@eandi.org](mailto:pharris@eandi.org).
### Contract Details

**Getting Started:** Complete the E&I Concur LOP: [www.eandi.org/lop-rfi/concur-lop/](http://www.eandi.org/lop-rfi/concur-lop/)

**Effective Dates:** 8/01/2019 - 7/31/2023

**Prices/Discounts:** Visit [www.eandi.org](http://www.eandi.org) for more information.

**Placerders With:** Complete the online sign-up form under "Getting Started" in the SAP Concur microsite at [www.eandi.org](http://www.eandi.org). Concur will schedule appointment to discuss services and your requirements.

**Credit Cards:** None

**Min. Order:** None

**Payment Terms:** Net 30, unless superseded by State Statute

**How To Get Started:** PH: 1-800-401-8412 | FAX: 1-425-590-5999

**Invoicing By:** Supplier

**Request Literature:** Paul Harris  
*Business Development Manager, Athletics, Culinary & Travel*  
[pharris@eandi.org](mailto:pharris@eandi.org)

**Federal ID Number:** 91-1608052

**RFP Number:** This Lead Public Agency (LPA) Agreement is adopted from the University of Connecticut (U Conn) Contract #KA010417 for Integrated Travel, Expense and P-Card Administration Solutions (ITEPAS).

**Contract Number:** CNR01355