Stony Brook University

Thu, Nov 5, 2026

Stony Brook Foundation

Dear Campus Community,

We are pleased to announce an upcoming transition in the administration of the Concur employee travel expense reimbursement and JPM Chase credit card reconciliation processes for the Stony Brook Foundation (SBF).

Beginning November 2026 SBF will partner with the University Procurement, Travel & Card Programs team to outsource day-to-day processing and administration. This structure allows SBF to maintain financial oversight and accountability while leveraging the University's established Travel & Expense infrastructure and expertise.

SBF will maintain ultimate responsibility for financial requirements, internal controls, policies, approvals, and program oversight. Meanwhile, the Procurement, Travel & Card Programs team will serve as the primary operational resource for Concur workflows, credit card reconciliations, and employee travel expense processing on behalf of SBF.

For individuals submitting Foundation travel expenses or reconciling SBF JPM Chase credit cards, standard submission procedures will remain unchanged. The primary change will be the team providing operational processing, training, and direct support.

SBF and the Procurement, Travel & Card Programs team are committed to ensuring a smooth transition. This partnership will provide the campus community with enhanced operational support, expanded access to University resources, and a more streamlined Concur experience.

Please visit the Procurement Travel & Card Programs website for resources regarding SBF Corporate Cards and travel reimbursements. Direct any inquiries to sbu_travel_expense@stonybrook.edu.

Thank you for your cooperation and support as we implement this change.

Sincerely,

Lois Arens
Senior Director of Budget and Operations
Stony Brook Foundation