



## 2018 Concur Travel Training Dates

<u>January 17, 2018</u>	~ 1:30 p.m. - 3:00 p.m.
<u>February 13, 2018</u>	~ 9:00 a.m. - 10:30 a.m.
<u>March 14, 2018</u>	~ 1:30 p.m. - 3:00 p.m.
<u>April 17, 2018</u>	~ 9:00 a.m. - 10:30 a.m.
<u>May 15, 2018</u>	~ 9:00 a.m. - 10:30 a.m.
<u>June 13, 2018</u>	~ 1:30 p.m. - 3:00 p.m.
<u>July 11, 2018</u>	~ 9:00 a.m. - 10:30 a.m.
<u>August 8, 2018</u>	~ 9:00 a.m. - 10:30 a.m.
<u>September 11, 2018</u>	~ 1:30 p.m. - 3:00 p.m.
<u>October 10, 2018</u>	~ 9:00 a.m. - 10:30 a.m.
<u>November 14, 2018</u>	~ 9:00 a.m. - 10:30 a.m.
<u>December 12, 2018</u>	~ 9:00 a.m. - 10:30 a.m.

**Who Should Attend:** New employees who haven't used Concur Travel and employees or Travel Coordinators who are using Concur Travel but have questions or need assistance.

**What:** The training session provides Concur Travel online booking tool usage guidelines and updates

**Where:** Department of General Services, 707 3rd Street, Auditorium West Sacramento, CA 95605

**RSVP:** To register for one of the training sessions, please select one of the links above

If you have additional questions or need information about this training, please contact Jesus Solorio at (916) 443.9817 or Erica Ashburn at (916) 617.3652

To change or cancel a registration, please send an email to: [stpevent@dgs.ca.gov](mailto:stpevent@dgs.ca.gov)