SAP Concur Travel & Expense Training – Enrollment Instructions

Enroll within Employee Self Service.

1. Open Employee Self Service (ESS)
2. Select My Training.
3. Type Travel in the search term field. Click the Find button.
4. Click on the desired course to enroll.

   Or

1. Open Employee Self Service (ESS)
2. Select My Training.
3. Select Enterprise Training for All Agencies.
4. Select Budget, Enterprise Finance Series
5. Click on the desired course to enroll.

Questions on Training can be directed to co-travelaudits@pa.gov.