

Section 2: Explore the My Concur Page

The **My Concur** page includes several sections that make it easy for you to navigate and find the information you need.

The screenshot shows the My Concur user interface. At the top, there are navigation tabs for "My Concur", "Travel", "Expense", and "Profile". Below the navigation is a large blue banner for the mobile app with the text "Manage your cash and card charges on the go." and a "Get the free app" button. To the right of the banner are several informational sections: "Travel Alerts" with a TripIt integration link, "Travel Info" with a description of services and a travel icon, and "Company Info" with a welcome message. The main content area is divided into two columns. The left column contains the "Trip Search" section with a search bar, filters for "Flight", "Car", "Hotel", "Taxi", and "Flight Status", and options for "Round Trip", "One Way", and "Multi-Segment". It also shows "Departure City" (SEA - Seattle Tacoma Intl/ Arpt - Seattle, WA) and "Arrival City" fields. The right column contains the "Expense Reports (1)" section with a table of reports and the "Available Card Charges" section with a table of active cards.

Report Name	Status	Payment Status	Report Date	Requested Amount
Home office Expense monthly office expense	Not Submitted	Not Paid	11/30/2012	PHP 0.00

Card Name	Card Number	Card Status	Total Unexpensed
Test Payment Type	[***111111]	Active	\$13,537.49
Test Payment Type	[***111111]	Active	PHP 195,422.00
American Express	[***0020]	Active	\$6.25
American Express	[***0019]	Active	\$425.00

How to...

Use the **Trip Search** section.

Look at the **Company Info** section.

Additional Information

This section provides the tools you need to book a trip with any or all of these: flight, car, hotel, limo, and dining.

This section appears on My Concur only if your company uses Travel.

This section displays information and links provided by your company.

Section 2: Explore the My Concur Page (Continued)

How to...	Additional Information
Use the Expense Reports or Active Work section.	This section provides links to create a new expense report, or view your existing reports, authorization requests, or cash advances. It also lists your unsubmitted expense reports. <i>If your company uses Travel Requests and/or Cash Advances, this section is titled "Active Work." Otherwise, the section is titled "Expense Reports."</i>
Explore the Approval Queue section.	This section lists the expense reports awaiting your review and approval as well as any authorization requests or cash advances. <i>This section appears on My Concur only if you are an Expense approver and if you have received at least one report for approval.</i>
Explore the Trip List section.	This section lists your outstanding trips. <i>This section appears on My Concur only if your company uses Travel.</i>
Explore the Trips Awaiting Approval section.	This section lists the trips awaiting your approval. <i>This section appears on My Concur only if your company uses Travel and if you are a travel approver.</i>
Explore the Available Company Card Charges section.	This section lists all imported credit card transactions.
Explore the Travel Info section.	This section provides contact information for help with booking travel and general travel information. <i>This section appears on My Concur only if your company uses Travel.</i>

Customize My Concur

You can move the panes around the **My Concur** page to better meet your needs. Click the top bar of a pane and drag it to a new position on the page.

Concur

My Concur | Travel | Expense | Profile

Add attendees for business meal expenses using your smartphone.

Get the free app

Expense Reports (1)

New Expense Report | View Reports

Report Name	Status	Payment Status	Report Date	Requested Amount
Home office Expense monthly office expense	Not Submitted	Not Paid	11/30/2012	PHP 0.00

Trips Awaiting Approval

Company Info: You have no trips to approve.

Welcome to Expense. Please click the Expense tab to start an expense report, view status of existing reports, and more.

Trip Search

Plan your flight, car and hotel:
e.g. flight from JFK to Paris on Tuesday

Flight | Car | Hotel | Taxi | Flight Status

Round Trip One Way Multi-Segment

Departure City SEA - Seattle Tacoma Intl Arpt - Seattle, WA

Trip List

Trip Name/Description	Status	Start Date	End Date	Expense Report?
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