

Explore the Travel and Expense System (Concur) Home Page

On the home page you have quick access to start a request or expense report, upload a receipt or supporting documentation, and review alerts, requests and expense reports.

Refer to Figure 1. The numbers in red correspond to the following numbered descriptions.

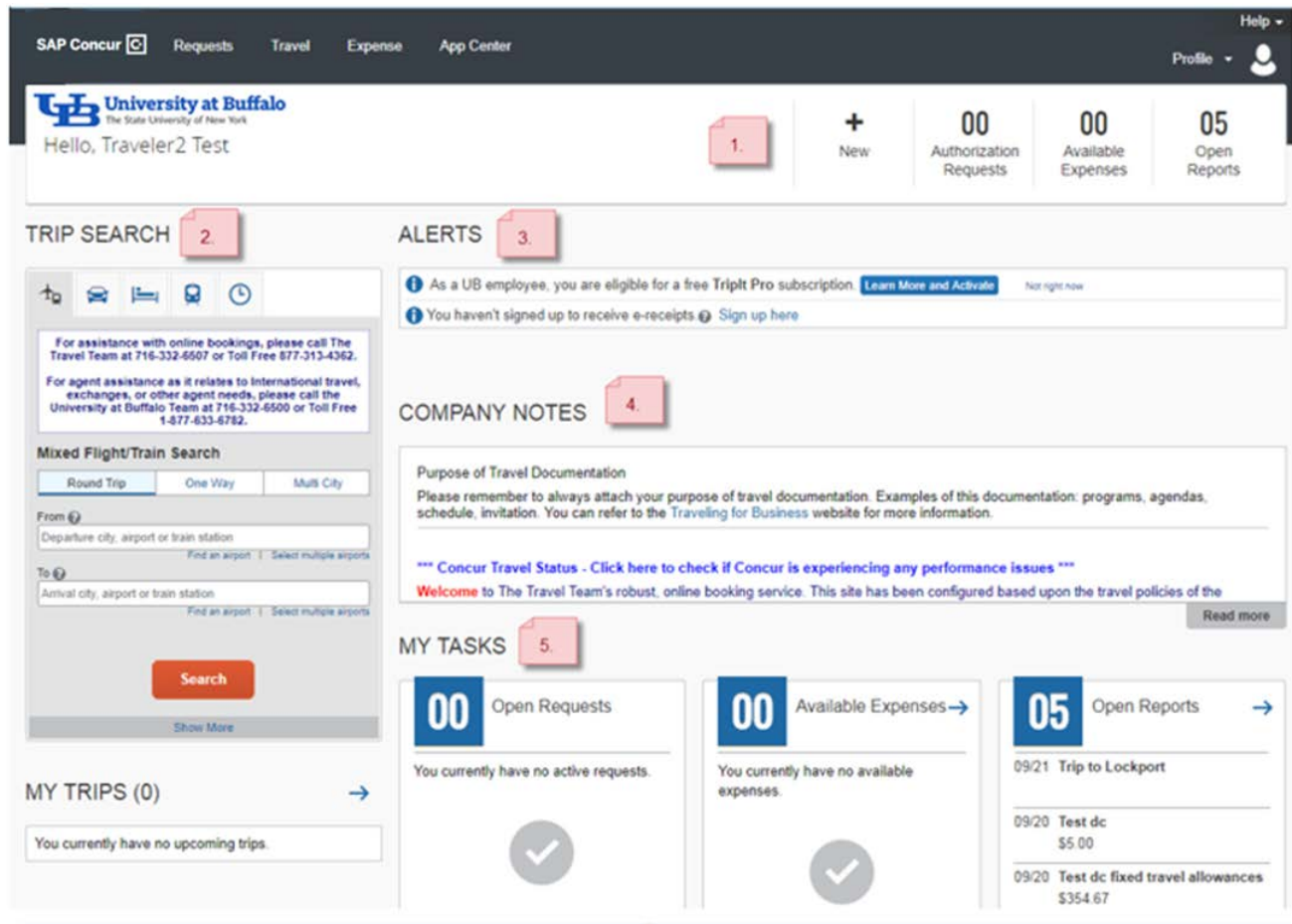


Figure 1

1. Quick Task Bar

- Provides quick access to start a request or expense report, and to upload receipts or supporting documentation.
- Click each open task and work to complete it.

2. Trip Search

- Use the optional *Trip Search* booking tool to make your business travel reservations.
- *Trip Search* is contracted through The Travel Team Inc., and there are no service fees charged for bookings.

For travel and expense system support, email ubs-travel-expense-support@buffalo.edu

3. Alerts

- Review important alerts as you book travel reservations and submit expenses for reimbursement.

4. Company Notes

- Review important UB specific notices.

5. My Tasks

- View your outstanding tasks to see how many open requests, available expenses and open expense reports you have.