Travel and Expense Reimbursement
Exploring the Concur Home Page

On the Concur home page you have quick access to start a report, upload a receipt, and review company notices, reports and requests.

- The numbers in red on the image above correspond to the numbered descriptions below.
- Log in to Concur to view the home page.

1. **Quick Task Bar**
   - Provides quick access to start request and expense reports, and to upload receipts.
   - “Work to Zero” tasks by clicking each open Quick Task and working to reach zero outstanding tasks.

2. **Trip Search**
   - Provides the tools you need to make travel reservations.

3. **Alerts**
   - Stay up to date as you plan your trips and submit expenses.

4. **Company Notes**
   - Review important UB specific notices.
   - Submit receipts and travel documentation such as programs, agendas or schedules:
     - On the Quick Task Bar, click **New**, then click **Upload Receipts**.
     - Scroll to the section **Available Receipts** at the bottom of the page. Click **Upload New Receipt** to upload a receipt or travel documentation. Follow the instructions to browse and attach files.

5. **My Tasks**
   - This section shows your outstanding tasks.
   - Here you can see how many open requests, reports and available expenses you have.

For Concur Support, email uhs-travel-expense-support@buffalo.edu

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