Exploring the Travel and Expense System Home Page

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

The numbers marked in red on the image correspond to the following descriptions. Log into Concur to access 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**
   - Review alerts as you plan your trips and submit expenses for reimbursement.

4. **Company Notes**
   - Review important UB specific notices.

5. **My Tasks**
   - View your outstanding tasks.
   - See how many open requests, reports and available expenses you have.

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

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