Overview: The Concur home page includes sections that make it easy for you to navigate and find the information you need to book a trip and manage your expenses. Sections not specifically addressed in this guide can be considered optional.

At the top of the Concur home page, the tabs across are:

1. **Travel** – Access the travel module where users can book travel and view upcoming trips. Accessible to all employees and to travel arrangers for employees assigned to them.

2. **Expense** – Access the expense report module where users and their expense delegates can create expense reports including corporate card and out-of-pocket expenses.

3. **App Center** – Access the mobile apps that are integrated with Concur.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
On the right of the Concur home page, key functions include:

4. **Quick Task Bar** – Provides users immediate access to begin a new expense report or add receipts, view available receipts, and open expense reports.

5. **Profile** – Provides all employees access to their profiles where they can validate their name, email address, activate e-receipts, designate travel arrangers, add credit cards, and set-up a mobile device. Expense delegates will also access the list of employees they support and “act as them” from the Profile.

6. **Help** – Access helpful tools provided by Concur including Concur development online learning and detailed training guides.
In the middle of the Concur home page, key functions include:

7. **Trip Search** – Provides direct access to the Concur travel module and the tools you need to search and book a trip with any or all of these: flight, car, hotel, and train.

8. **My Trips** – Provides direct access to itineraries for upcoming trips, allows users to add a new itinerary, to cancel a trip, or to begin an expense report.

9. **Alerts** – Displays informational alerts about a variety of features. Alerts will vary. The initial alert features TripltPro subscription link.

10. **Company Notes** – Displays company specific links and will be linked to training information provided by both Duke and Concur.
At the bottom of the Concur home page, key features include:

11. **Available Expenses** – Displays all available expenses including corporate card charges, e-receipts, and receipts submitted via Expenseit. The number to the left of Available Expenses indicates how many expenses are listed.

12. **Open Reports** – Displays open expense reports which includes reports in a saved state, reports ready to be submitted, reports that are in workflow, and reports that have been returned. The number to the left of Open Reports indicates the number of open reports.
At the bottom of the Concur home page, you will see some general technical and policy information that may be of interest:

13. Provides access to a variety if information including:
   - **Processor Privacy Statement** – Displays Concur’s privacy statement.
   - **Travel Policy** – Provides a link to Employee Travel and Reimbursement’s website and access to Duke’s travel policy.
   - **Service Status (North America)** – Displays Concur’s Service Status Dashboard with up-to-the-minute service availability and performance information.
   - **Cookie Preferences** – Provides information on how cookies are used by Concur.

14. **Last Logged in** - Provides details on log-in history.

For more detailed information on this topic please see: concur.duke.edu.