Overview: The Travel Module home page is what users will use to work with Concur travel functionality. This functionality includes booking travel, viewing travel arrangers, and working with travel itineraries.

At the top of the Travel home page,

1. **Travel** – Users can book travel and work with previously booked trips. This is the default view.
2. **Arrangers** – This is a specific view for travel arrangers. Allows arrangers to book and see trips for the employees they support. Similar to the travel view, but can see information for multiple employees an individual is assisting in the travel arranger role.
3. **Trip Library** – Users can search and view itineraries for upcoming trips or cancel a trip that was previously booked.
4. **Templates** – Provides users the option to create a travel template which can be used to speed up the booking process
5. **Tools** – Provides links to access travel related information such as travel maps, travel warnings, currency converter, and weather provided by Concur.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
In the middle of the Travel home page,

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

7. **Company Notes** – Displays company specific links and will be linked to training information provided by both Duke and Concur.

8. **Upcoming Trips** – Users can view itineraries for upcoming trips, add a new itinerary, cancel a trip, or begin an expense report using an itinerary.

9. **Online Tutorials** – Access to Concur developed online learning which will provide assistance with booking trips in the Concur Travel Module.

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

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