**Office of**
**PROCUREMENT AND**
**BUSINESS SERVICES**
*Clemson® University*

**Exploring the Concur Travel & Expense Home Page**

The Concur home page provides quick access to the tools and information that you need to book a trip and manage your expenses.

1.  To quickly view and act on tasks, use the Quick Task bar at the top of the screen.
*Tip: "Work to Zero" by clicking the Quick Task to complete your tasks until 00 remain.*
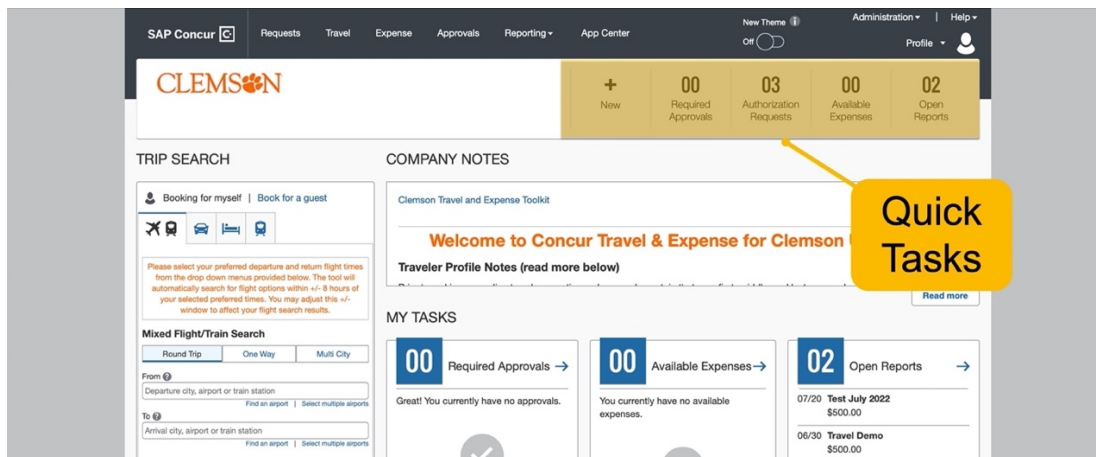


2.  Review important information in the Alerts and Company Notes sections to stay up to date as you plan trips or submit expenses.
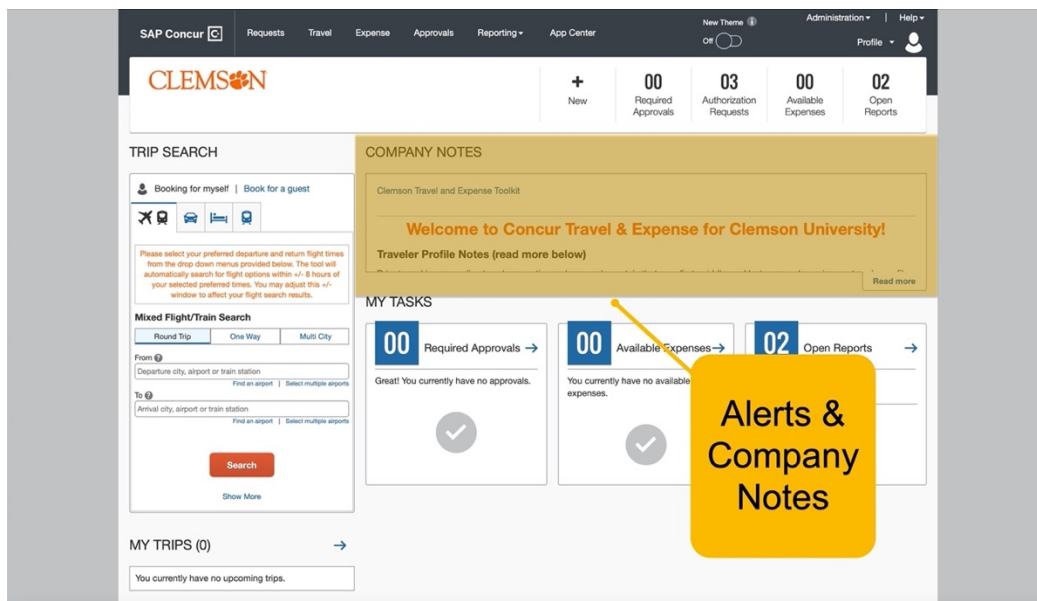
3. Use the My Tasks section to create new expense reports and to view open reports, available expenses, and approvals that require attention.
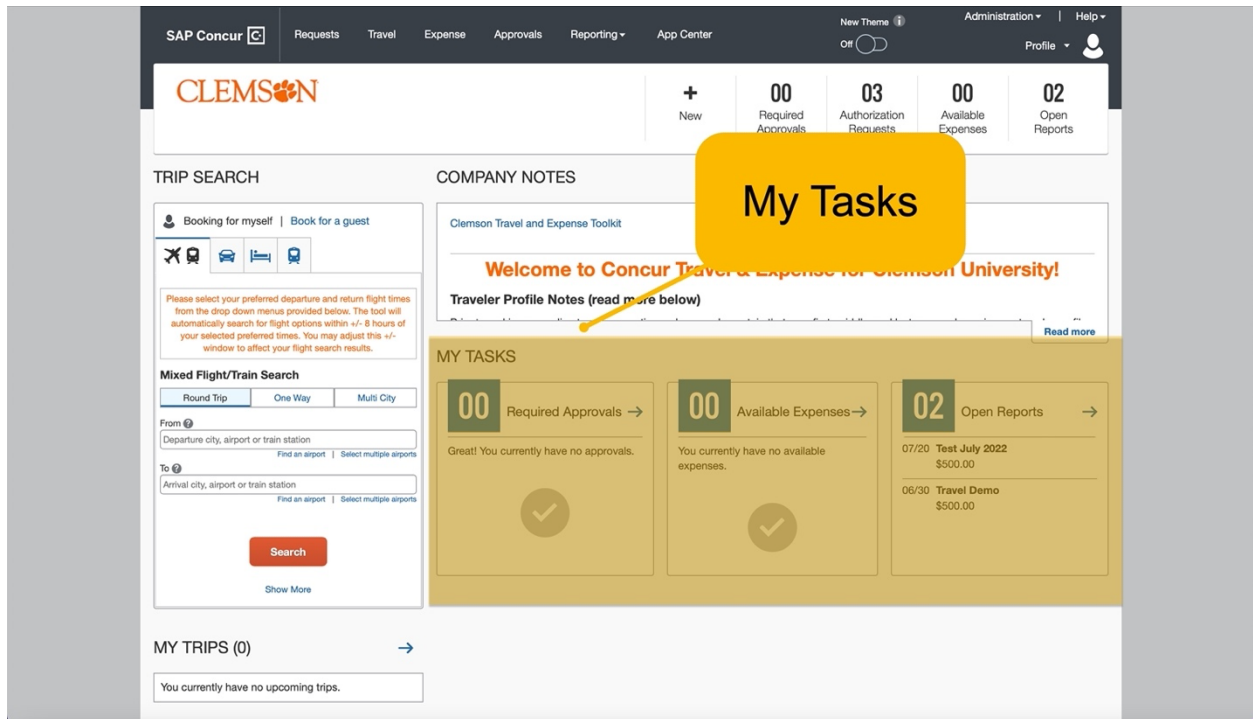


4. The Trip Search section provides the tools that you need to book a trip.
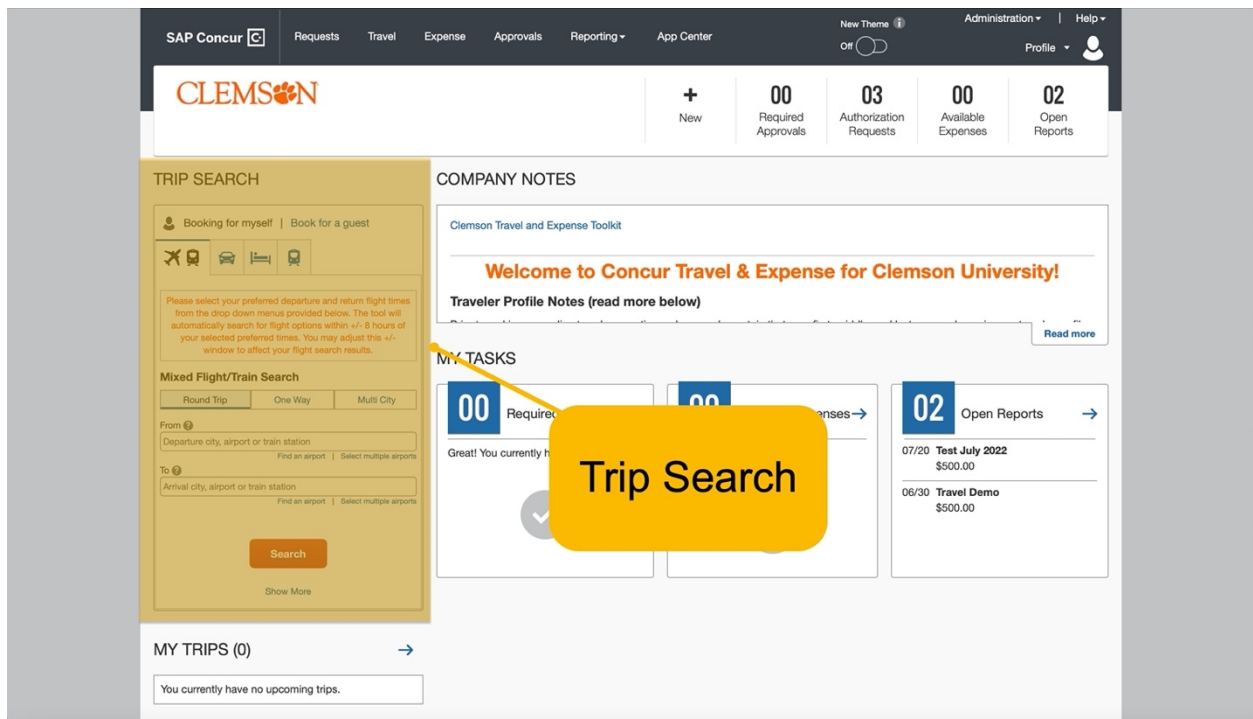
5. In the My Trips section, you can view your upcoming trips so that you always know your trip itineraries.