

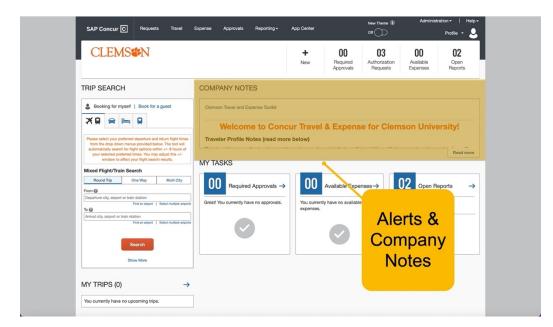
Exploring the Concur Travel & Expense Home Page

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.

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Arrival city, airport or train station Find an arport Select multiple airports			06/30 Travel 1 \$500.00	

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.

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Show More MY TRIPS (0) →			

4. The Trip Search section provides the tools that you need to book a trip.

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TRIP SEARCH	COMPANY NOTES					
Booking for myself Book for a guest	Clemson Travel and Expense Toolkit					
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Please select your preferred departure and return flight timer from the drop down menus provided below. The tool will automatically search for flight options within +/- 8 hours of		re below)				
your selected preferred times. You may adjust this +/- window to affect your flight search results.	MY TASKS					Read more
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Search						
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MY TRIPS (0)	`					

5. In the My Trips section, you can view your upcoming trips so that you always know your trip itineraries.

