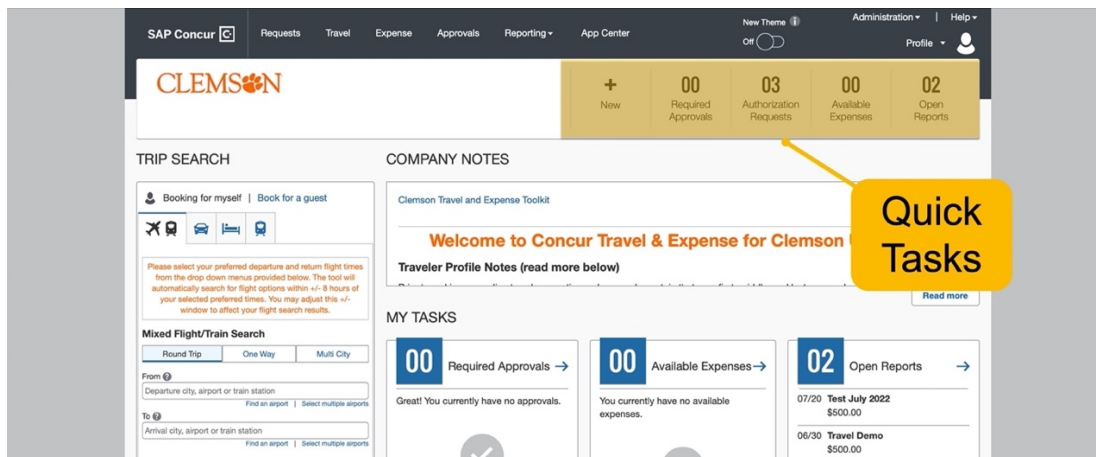




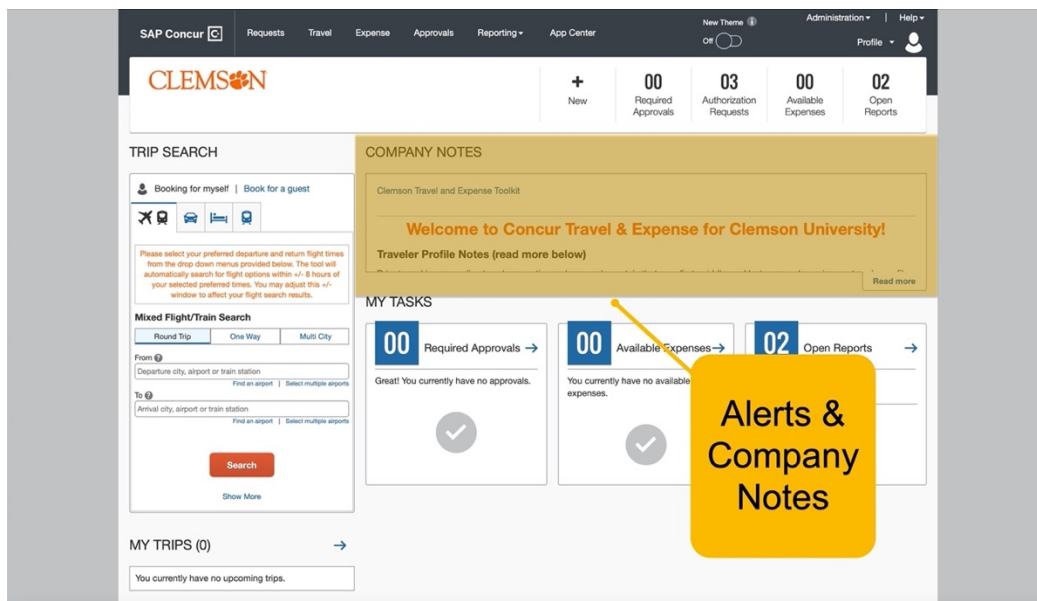
Exploring the Concur Travel & Expense Home Page

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

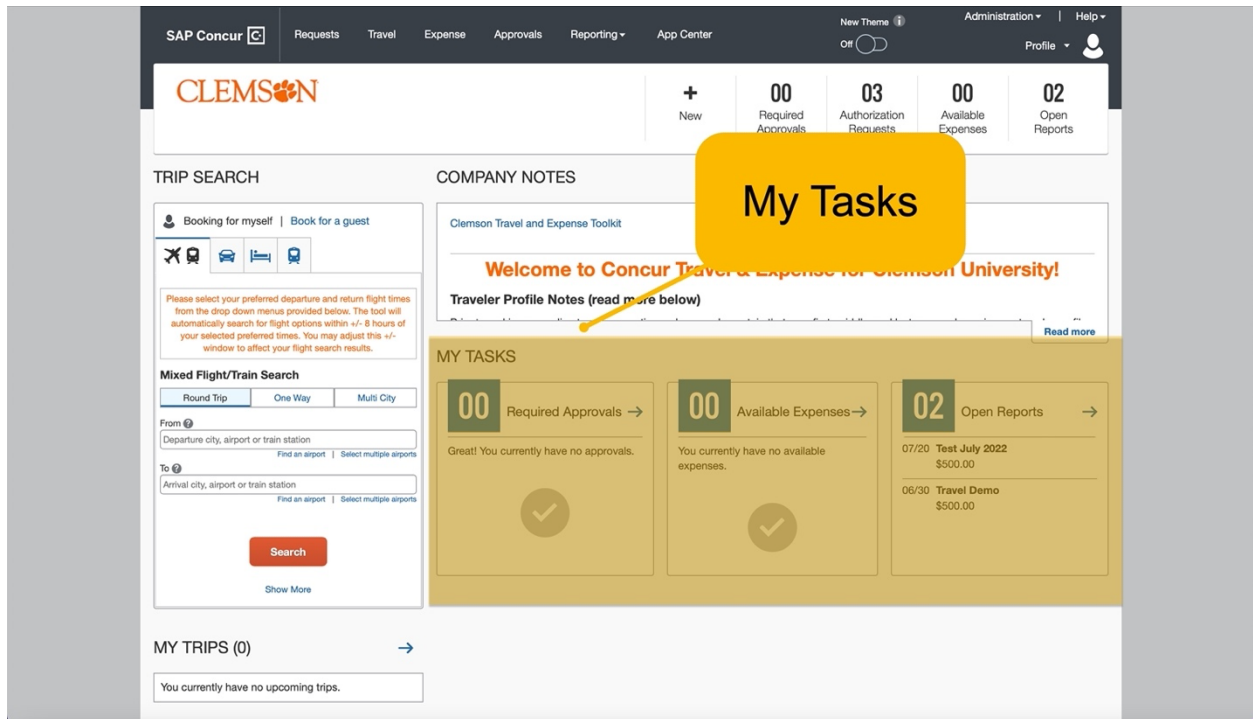
1. To quickly view and act on tasks, use the Quick Task bar at the top of the screen.
**Tip: "Work to Zero" by clicking the Quick Task to complete your tasks until 00 remain.*



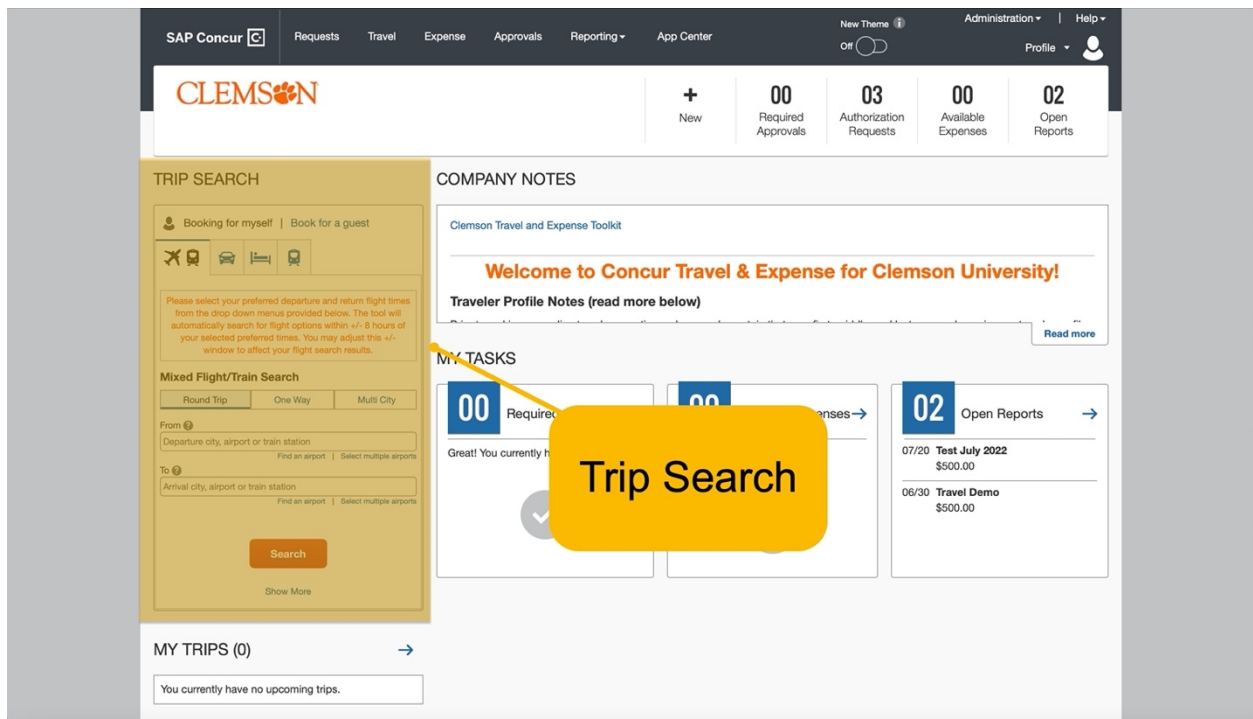
2. Review important information in the Alerts and Company Notes sections to stay up to date as you plan trips or submit expenses.



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.

SAP Concur

Requests Travel Expense Approvals Reporting App Center

New Theme Off

Administration Profile

CLEMSON

+ New

00 Required Approvals

03 Authorization Requests

00 Available Expenses

02 Open Reports

TRIP SEARCH

COMPANY NOTES

Booking for myself | Book for a guest

Clemson Travel and Expense Toolkit

Welcome to Concur Travel & Expense for Clemson University!

Traveler Profile Notes (read more below)

MY TASKS

00 Required Approvals →

00 Available Expenses →

02 Open Reports →

Great! You currently have no approvals.

You currently have no available expenses.

07/20 Test July 2022 \$500.00

06/30 Travel Demo \$500.00

My Trips

MY TRIPS (0)

You currently have no upcoming trips.