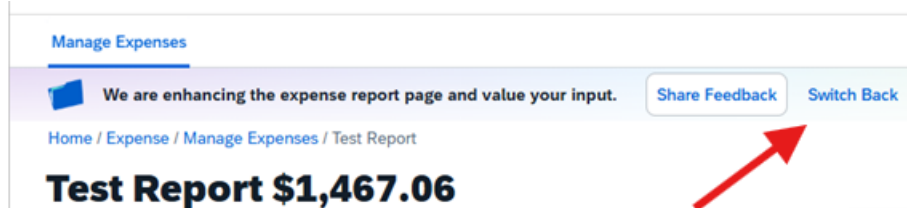


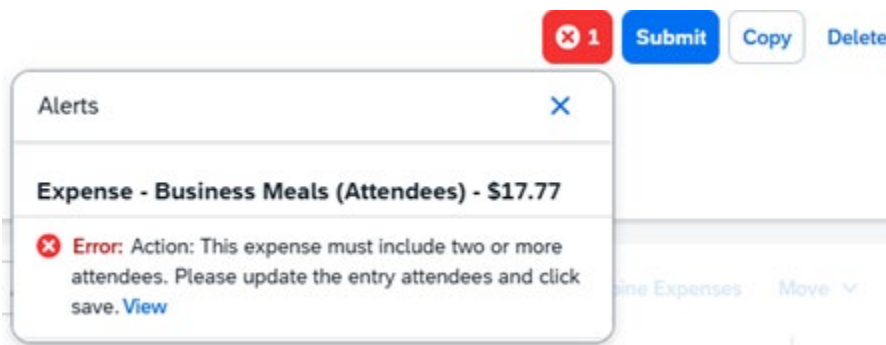
Concur – New Expense Report User Interface

Targeted Date – October 2025 – users will experience a new UI and enhancements.

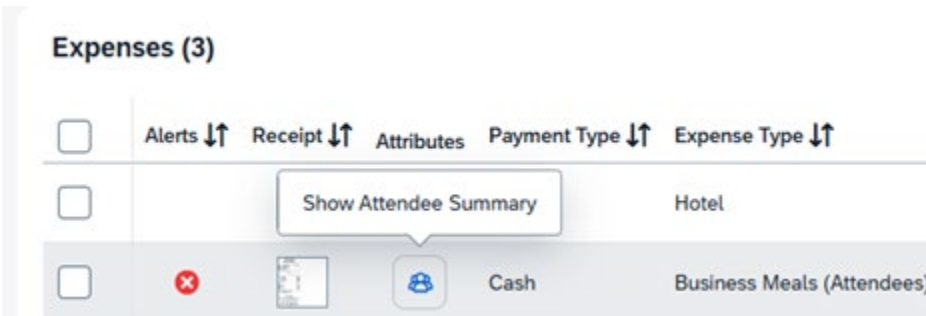
Users can click the “Switch Back” button to revert to the current UI:



Users will see A streamlined panel for alert messages:



Icons in the expense rows to quickly view attendees, itemizations, allocations, reservations, card transactions, etc:



This is the larger screenshot from which the above 3x screenshots were cut:

Test Report \$1,467.06

Status: Not Submitted | Report number: EBUX91

Report Details | Print/Share | Manage Receipts

Expenses (3)

Alerts	Receipt	Attributes	Payment Type	Expense Type	Vendor Details	Date
		Show Attendee Summary		Hotel	PARC 55 SAN FRANCISCO a Hilton Hotel San Francisco, California	01/13/2021
✖			Cash	Business Meals (Attendees)	Five Guys Mountain View, California	12/31/2024
			Cash	Airfare	Delta Air Lines	12/03/2024

New side-by-side layout will allow users to view/edit/add expense information more efficiently. Without reloading the page, the new UI will display the receipt image, expense details, and list of expenses in a single view (not all bullet points are shown in the screenshot below).

- Alerts specific to the expense, actions, and the receipt image maintain focus in the side panel if users need to scroll to view additional expense details.
- The side panel can be expanded to a full-page view and collapsed to easily navigate between expenses in the report.
- For expenses that can be itemized, an **Itemizations** tab will display in the side panel where you can view and add itemization entries to the expense.
 - Clicking on the **Add Itemization** button will display the itemization summary in the left panel and the itemization wizard with the receipt image in the right panel.
 - When viewing itemized expenses, you can efficiently navigate between the parent entry and itemized entries while still viewing the receipt image.
 - You can open an itemized entry to view or edit details while still having a full view of the itemization summary, entry details, and receipt image. You can

SAP Concur

Expense ▾

Manage Expenses

We are enhancing the expense report page and value your input.

Share Feedback

Home / Expense / Manage Expenses / Test Report

Test Report

\$1,467.06

Status

Report number

Not Submitted

EBUX91

Report Details ▾

Print/Share ▾

Manage Receipts ▾

Expenses (3)

+

Add Expense ▾

Edit

Delete

Copy

Allocate

...

☐

Hotel

01/13/2025

PARC 55 SAN FRANCISCO a Hilton Hotel

\$663.08

...

☐

Business Meals (Attendees)

12/31/2024

Five Guys

Errors: 1

\$17.77

...

☐

Airfare

12/03/2024

Delta Air Lines

\$786.21

...

Amount Requested: \$1,467.06

Business Meals (Attendees) \$17.77

12/31/2024

Five Guys

Details

Itemizations

Attendees (1)

Allocate

Expense Type *

Business Meals (Attendees)

Transaction Date *

12/31/2024

Business Purpose *

test

Enter Vendor Name *

Five Guys

☐

Personal Expense (do not reimburse)

City of Purchase *

Mountain View, California

Payment Type *

Cash

Amount *

17.77

Currency *

U.S. Dollar (USD)

Receipt

STORE # CA-1051

2039 El Camino Real

Mountain View, CA 94040

Phone (650) 962-1892

12/31/2024

5:05:28 PM

Order Id: AWWHNCXBS

90 - FIVE GUYS

Employee: Aleida G

1 Regular Fry

1 Oresburgar

Plain

1 Regular Soda

Sub Total

Sales Tax

Order Total

MasterCard

Card: *****2805

Authorization: NCLM

168.27

\$1.50

\$17.77

\$17.77

--> Order Closed <--

fiveguys_aaaawhncxb5.p

df

Add

Open

Service Status (US2)

Cookie Preferences

Cookie Statement