New Concur User Interface [1]
Introducing New Concur User Interface

Why is it important?

in September 2022, changes were made to make the expense reporting experience quicker and easier. While you'll notice a change of layout, everything you need to complete your expense report is still there. This experience should be simple and intuitive to navigate.

Training

View Recorded Concur 101 Webinar

Concur 101 Webinar Q&A Part I

Concur 101 Webinar Part II

Resources

Request:

- Concur Request: Viewing Requests
- Concur Request: Creating and Managing Requests
- Concur Request: Attaching Documents
- Concur Request: Adding Segments
- Concur Request: Approvals
- Concur Request: Approval and Forwarding a Request
- Concur Request: Sending a Request Back to Submitter
- Concur Request: User Added Approvers
- Concur Request: Travel Pre-Approval Request Enhancements

Expense:

- Concur Expense: Report Library Section
- Concur Expense: Available Expenses Section
- Concur Expense: Available Receipts Section
- Concur Expense: Creating a New Expense Report
- Concur Expense: Adding an Expense
- Concur Expense: Allocations
- Concur Expense: Adding an Attendee
- Concur Expense: Lodging Itemization
- Concur Expense: Travel Allowance
- Concur Expense: User Added Approvers
- Concur Request to Expense: How to Attach an Approved Request to an Expense Report
• Concur Expense: Report Number [24]
• Concur Expense: Employee Non-Travel Expenses Report [25]
• Concur Expense: Updates to the Travel Reconciliation Expense Report [26]
• Concur Expense: Mileage Reimbursements [27]
• Concur Expense: Attaching Documents Using the Available Receipts Area [28]
• Concur Expense: Reassigning Airfare [29]
• Concur Expense: Printing and Submitting an Expense Report [30]
• Concur Expense: Reconciling a Cash Advance [31]
• Concur Expense: Determining Reimbursement Amounts [32]

General:

• Concur General: Completing Your Profile [33]
• Concur General: Alerts Concur [34]
• Concur General: Tool Tips [35]
• Concur General: Using the Search Function [36]

Questions?

Email us at psc@cu.edu with your questions related to the updated user experience.

Source URL: https://www.cu.edu/psc/new-concur-user-interface