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

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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 to Expense: How to Attach an Approved Request to an Expense Report

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
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Questions?

Email us at psc@cu.edu [37] with your questions related to the updated user experience.

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