

TRAVEL APPLICATION

Requests and Expenses

OVERVIEW

On September 12, 2022, a new user interface for Concur travel requests and expense reports will introduce a streamlined design for a more efficient user experience. Visual changes are prominent throughout the system, however existing functionality will remain unchanged.

FREQUENTLY ASKED QUESTIONS

Q. What part of Concur is changing / not changing with the new user interface?

A. The requests and expense report applications are changing. The approver screen, the booking tool, and the Concur mobile app will remain the same.

Q. What will the new user experience be once transitioned over?

A. The first time a user opens Concur, there will be a short, three-slide application tour which will briefly explain the most notable changes and their benefits.

Q. What will happen to my requests or expense reports currently in Concur?

A. Nothing. Requests and expenses will be available as expected.

Q. Is there any change in functionality?

A. The functionality remains the same.

Q. What are some major changes with the new user interface?

A. Within the requests, the segments tab has been removed and all available expense types are in one list. The request home screen now mirrors the expense home screen with a tiled layout. To begin an expense report, a user will open the approved request and click the Create Expense Report button. The active expense reports and report library are now on the same screen.