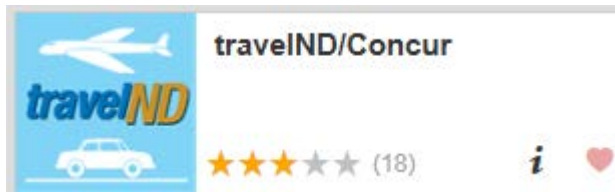


Concur Navigation Quick Reference Guide

1. Log into Concur

Go to travel.nd.edu and enter your NetID and Password, or Use the *travelND* icon in insideND.



2. Concur Home Page

The home page is your first view of the Concur system after logging in. It is where you will begin booking official University employee travel, requesting cash advances, and reconciling card and travel expenses. There are several ways to navigate within Concur

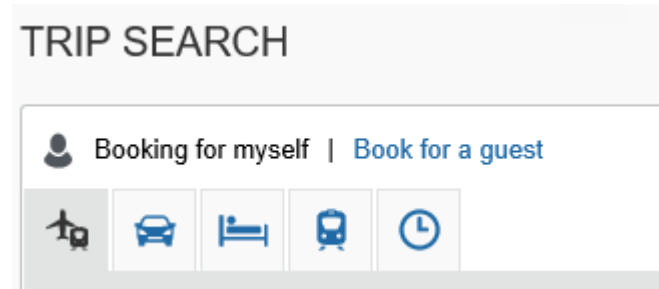
3. Quick Task Bar

The **Quick Task Bar** buttons are located in the upper portion of your Concur home page. You can use them to create new expense reports, view available expenses, upload images, access open reports, and request cash advances. If you are an approver, a button to access your approval queue also appears in the Quick Task Bar.

+ New	00 Required Approvals	04 Authorization Requests	01 Available Expenses	07 Open Reports	00 Cash Advances
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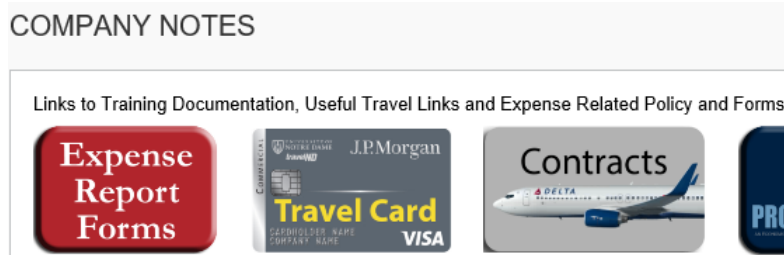
4. Trip Search

The **Trip Search** section is on the left hand of the screen and is where you will investigate options for your trip. You enter the type of travel element you need (airfare, hotel, car rental, etc.), the from and to locations.



5. Company Notes

The **Company Notes** section is located in the center of the screen and is Notre Dame specific information such as policy announcements, contract updates and links to T & E forms. Check this section regularly for new information.



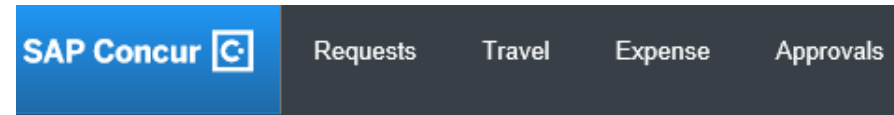
6. My Tasks

The **My Tasks** section is at the bottom of the screen and displays items that require your attentions. These include reports that you are assigned to approve, available expenses that are not yet assigned to a report and all of your open reports.



7. Menus

You also have menu options at the top of the home page if you prefer to navigate in the system using menus.



8. Profile

You can access your profile information, act as an expense delegate or sign out of the system by clicking on **Profile** in the upper right corner.

