



Introduction

This supplement adds to the information provided in the [SAP Concur Quick Start Guide for Travelers](#) and [SAP Concur Quick Start Guide for Approvers](#). You can also find a wealth of introductory information in the [SAP Concur User Guides and Demonstrations](#). If you are using an online version of this supplement, selecting the links in it will take you directly to the other resources. If not, you can copy-paste the full URL into your web browser. Those URLs are at the very end of this supplement.

Note: For best results, use the Chrome browser to access SAP Concur.

Home Page Basic Layout

When you log into [SAP Concur](#), the SAP Concur home screen (Figure 1) opens. It contains (list numbers equate to indicator numbers in Figure1):

1. Navigation links
2. Access to personal information, support, and help
3. Tabs to create new documents or access existing documents
4. **Trip Search:** An itinerary creation tool where you begin creating a travel request
5. **Alerts** and **Company Notes:** Regularly updated important information
6. **My Trips:** Links to documents pertaining to upcoming trips
7. **My Tasks:** Tabs to open documents and unused expenses

See the individual sections of this supplement for explanations of each.



Home Page
Basic
Layout
(continued)

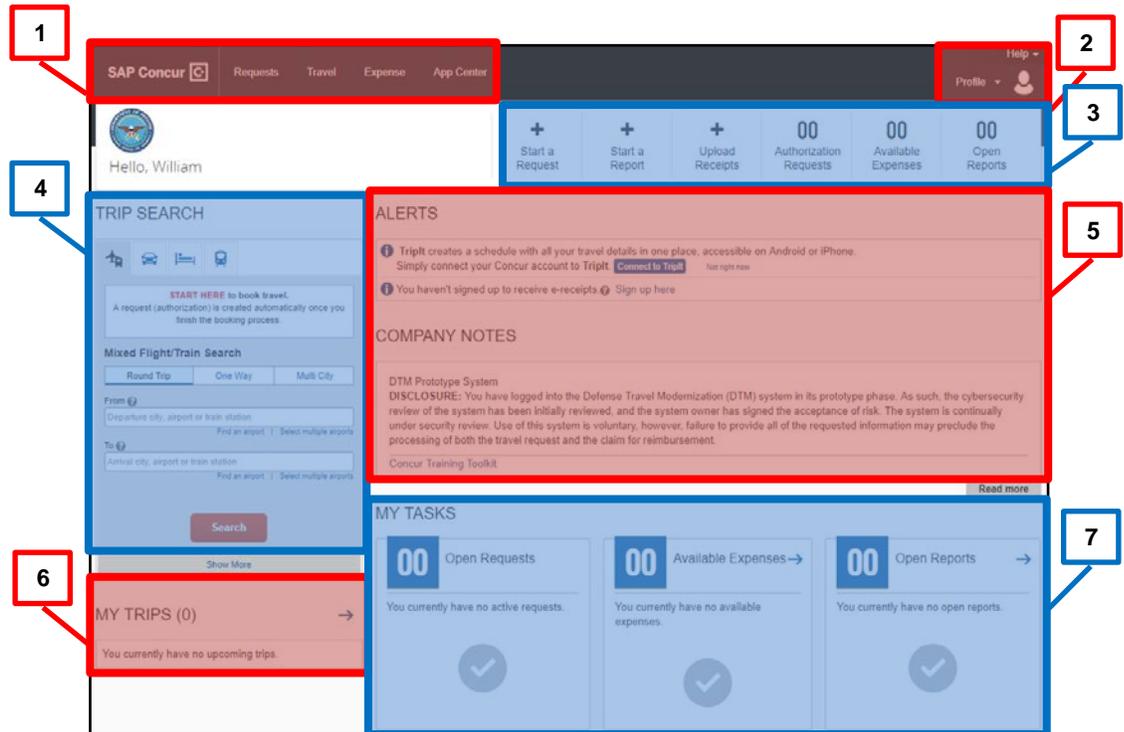


Figure 1: SAP Concur Home Screen

Navigation
Links

The links seen in Figure 2 are available on all SAP Concur screens. They are:

1. **SAP Concur** – Brings you back to the SAP Concur home screen.
2. **Requests, Travel, and Expense** take you to screens from which you can create new and view existing documents. You will rarely need to use them, as the **My Tasks** options and **Trip Search** tool (see those sections below) usually provide much better options.
3. **App Center** – Provides a list of apps you can connect to Concur on your personal and Government devices.

Note: Approvers have an additional link – **Approvals** – between **Expense** and **App Center**. Select it to see documents awaiting approval. Travel Managers have additional options, but they are beyond the scope of this supplement.

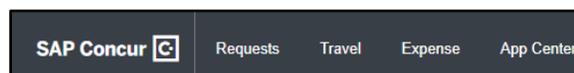


Figure 2: Navigation Links



Personal Information and Help

There are three sources of information (see Figure 3) in this small section:

1. **Support** gives you access to online help by ticket (aka, “case”) or via chat.
2. **Help** provides, among other things, a link to SAP Concur training resources.
3. **Profile** allows you to [update your profile](#) and log off SAP Concur. If you have the appropriate permissions, it also lets you [work as a Proxy or Delegate](#) for another user.
4. The single-person icon shows that you are working on your own documents. While you are working on someone else’s documents as a Delegate or Proxy, it changes to the green, two-person button.

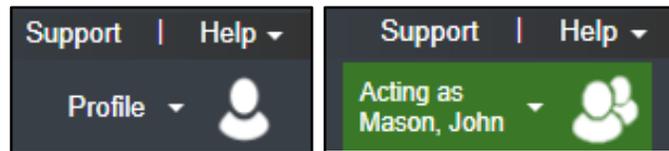


Figure 3: Personal Information, Support, and Help

Document Tabs

Document tabs (see Figure 4) include 6 items for Travelers:

1. **+ Start a Request:** Select it to create a new trip request, but only use it when your TDY trip requires no reservations. If you need to make any reservations, always start with **Trip Search** (see that section below).
2. **+ Start a Report:** Select it to create an expense report, whether for [official travel in the local area](#) or following TDY travel.
3. **+ Upload Receipt:** Provides tools to help you [manually upload receipt images](#) into an existing expense report.
4. **## Authorization Requests:** View a list of all your active trip requests. Also displays a selectable menu to see other types of trip requests.
5. **## Available Expenses:** View a list of expenses that you entered into the system or that SAP Concur created from your GTCC transactions, but do not yet appear in any documents. You can attach them to an expense report from that list – though a better and easier option is to upload them from within the expense report itself.
6. **## Open Reports:** View a list of your active expense reports. Also displays a selectable menu to see other types of expense reports.



Personal
Information
and Help
(continued)



Figure 4: Document Creation and Access Tabs (Traveler)

Note: For the last three items, the ## reflects the number of available items.

For Approvers, the tabs are slightly different in two ways, as seen in Figure 5.

1. The **+ New** tab opens a drop-down menu from which you can access the **Start a Request**, **Start a Report**, and **Upload Receipts** options described above.
2. The tab – **## Required Approvals** – provides access to documents you need to approve.



Figure 5: Document Creation and Access Tabs (Approver)

Trip Search

This is where you usually start building a TDY trip request. See the **Document Tabs** section above for TDYs that require no reservations.

On this portion of the screen (Figure 6), enter your itinerary information, which also tells SAP Concur which types of reservations – flight, rental car, hotel – you need.



Trip Search
(continued)

TRIP SEARCH

Select Type of Travel
My TDY location is not an Army military installation

Flight Train Car Hotel Train

START HERE to book travel.
A request (authorization) is created automatically.

Mixed Flight/Train Search

Round Trip One Way Multi City

From ?
Departure city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

To ?
Arrival city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

Depart ?
[Calendar] depart 09:00 am ± 4

Return ?
[Calendar] depart 03:00 pm ± 4

Pick-up/Drop-off car at airport
 Find a Hotel

Search within 5 miles from
 Airport Address
 Company Location Reference Point / Zip Code

Reference Point / Zip Code
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

With names containing:

Search by
Price

Search

Figure 6: Trip Search



Alerts and Company Notes

Alerts are messages from SAP Concur about new tools and functions, trip requests you began but didn't finish, etc. **Company Notes** contains DoD-wide messages pertinent to all SAP Concur users. This may one day allow your Component or a smaller organization to post information that only applies at those levels. You can see examples in Figure 7.

Note: Select **Read More** under **Company Notes** to see important information that doesn't fit within the default-size text box. This includes helpful hints for first-time users, help desk and Travel Management Company (TMC) contact information, and more.

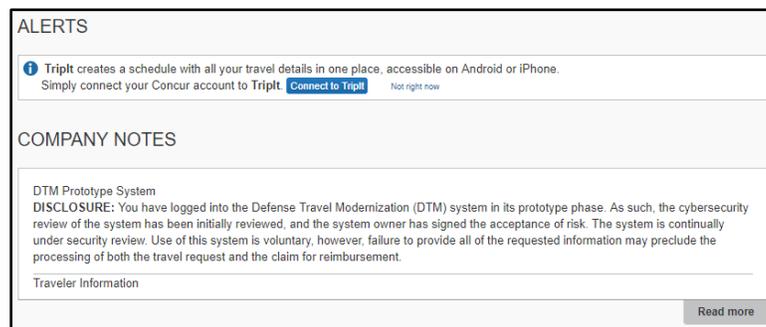


Figure 7: Alerts and Company Notes

Upcoming Trip Documents

The **My Trips** section (Figure 8) lists your trip requests for trips that have not yet begun.

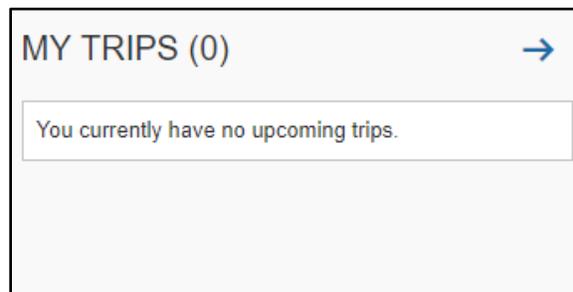


Figure 8: My Trips



Active Document Tabs

As seen in Figure 9, the **My Tasks** area has three sections, which offer two options:

1. Selecting the header area – next to the blue number – has the same effect as selecting one of the tabs in the **Document Tabs** section (see above).
2. The body – where the gray icons appear – contains a short list of available items. Selecting a listed trip request or expense report opens the document. Selecting a listed expense opens a screen that lets you work with expense reports and expenses – open an expense report, import an expense, etc.

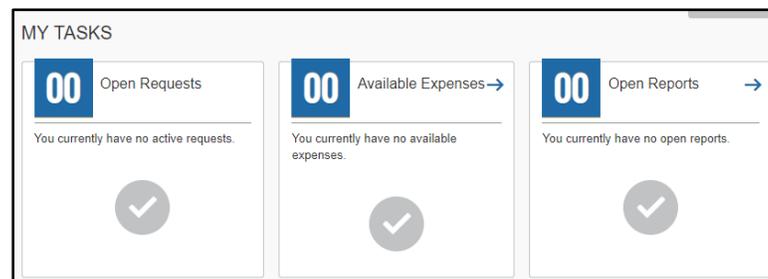


Figure 9: My Tasks

Additional Resources

The items on this list provide the URLs for additional information you may find useful. Some of them are mentioned elsewhere in this guide.

1. SAP Concur-created User Guides and Demonstrations
<https://www.concurtraining.com/toolkit/en/expense/end-user/ui02>
2. SAP Concur direct link
<https://dodtravel.concursolutions.com>

In addition, you can many helpful user guides and other informational papers:

- On the DTMO website's **Defense Travel Modernization Prototype** screen at <https://www.defensetravel.dod.mil/site/dtmprototype.cfm>.
- By logging onto SAP Concur at the link in #3 above, then selecting **Help** in the upper left corner of the screen, then **Training** on the drop-down menu.