



Homepage Dashboard

The screenshot shows the SAP Concur homepage dashboard for a University of Alaska user. The interface includes a top navigation bar with links for Requests, Travel, Expense, Approvals, and App Center. A profile drop-down menu is visible in the top right. Below the navigation bar, there is a 'Hello, TravelerOne' greeting and a 'Quick Task Bar' showing counts for New (3), Required Approvals (09), Authorization Requests (61), Available Expenses (44), Open Reports (39), and Cash Advances (00). The main content area is divided into several sections: 'TRIP SEARCH' (6) with a search form for flights and trains; 'ALERTS' (4) with a notification about email verification; 'COMPANY NOTES' (5) with links to cancel a trip and COVID-19 information; 'MY TASKS' (8) with three task cards: 'Required Approvals' (09), 'Available Expenses' (44), and 'Open Reports' (39); and 'MY TRIPS (0)' (7) showing no upcoming trips.

1. Black Menu Bar – Contains links to all modules available to the user
2. Profile Drop-Down Menu – Contains access to Profile Settings, Sign Out, and “Acting as other user”
3. Quick Task Bar – Snapshot of open Approvals, Requests, Expenses, Reports, and Cash Advances (if applicable); New is a quick access drop-down menu for starting a Request or Report and uploading an itinerary or receipt
4. Alerts – Provides tips, SAP Concur alerts, and unused ticket credit information
5. Company Notes – Contains UA specific alerts and information including travel restrictions and CTM’s contact information
6. Trip Search – Portal to the booking tool to calculate expenses for a Request or initiate the “Travel-to-Request Integration” method
7. My Trips – Reservations for upcoming trips including bookings pending approval
8. My Tasks
 - a. Required Approvals – Pending Requests, Reports, and Cash Advances
 - b. Available Expenses – Unassigned card charges and expenses
 - c. Open Reports – Unsubmitted Reports