The Concur Travel Management System will be getting an update! Changes are being made to make the request and expense reporting experience quicker and easier.

The new user interface will change over in September 2022.

While you will notice a change of layout, everything you need to complete your request and expense reports are still there. This experience should be simple and intuitive to navigate, but if you'd like more information please visit the Concur user welcome page.

The NextGen UI for Concur improves the overall efficiency, usability, and accessibility from the previous UI. It provides an improved employee experience: the updated UI is designed to be more intuitive and provide a guided experience for all users.

The first time the user visits the request or expense homepage in the updated UI, the user will see a three-slide product tour. This tour will introduce the updated UI and briefly explain the most notable changes and their benefits.

Users will also experience User Assistant by WalkMe. This tool provides self-service guidance for users that can help them complete a new task or navigate a product update. Users can access help content directly in the product. Depending on which page the user navigates to, different walk-throughs will appear to help them complete the task at hand.

The Concur request and expense homepages provide a new way to list all active reports. The updated user experience based on color code and bold text enhances the user experience and helps users to easily identify key information.

The Request and Expense Details menus are the main source for Concur content. These menus give the user access to the Header, Audit Trail, Timeline, and other add-ons like Cash Advance.

A major improvement with the NextGen UI is the removal of the "tabbed" view that requires a user to click on each tab for different items on the headers, expenses, approval flow, and more. Items are now combined in single, easy-to-use drop-down menus that are grouped intelligently, with clear action buttons for managing the request and expense reports.

Please visit the EWU Travel Website to see a description of what is changing, and to see updated Quick Start guides for entering requests and expense reports.