

# CONCUR | OLD vs NEW USER EXPERIENCE

## OVERVIEW

This serves as a brief guide to compare the changes and upgrades between the old Concur interface and the new Concur interface that will go live to the ASU community on September, 2022. The new interface is outlined in [Red](#).

## CONCUR REQUEST

There is no longer a segments tab on the request side. Now you can click the *Add* button and add any anticipated expenses with estimates.

### OLD

Request

Trip Name:  
Business Purpose/Justification :

Request Header Segments Expenses Approval Flow Audit Trail

Request Policy  
UCOHN Test Users General

Does trip include a Level 3 or 4 Country/Region?

Traveler Type  
Faculty

Account Number  
(2528500) Academic Renovations Operati

Sub-Account Number

Cash Advance  
Cash Advance Amount USD  
Cash Advance Justification

### NEW

SAP Concur

Manage Requests Process R

Alerts: 3

Test \$0.00

Not Submitted | Request ID:

Request Details Print/Share

EXPECTED EXPENSES

Add Edit

Add Expected Expense

Search for an expense type

- 01. Travel & Transportation
  - Air Ticket
  - Car Rental
  - Hotel Reservation
  - Train
- 02. Other Travel Expenses
- 03. Personal Car Mileage
- 04. Meals & Entertainment
  - Bulk Food/Groceries
  - Business Meals/Hospitality 10+ Attendees
  - Business Meals/Hospitality <10 Attendees
  - Individual Actual Meals Cost
  - Meal Per Diem Multiple Locations
  - Meal Per Diem Reduction
  - Meal Per Diem Single Location

## CONCUR EXPENSE

In Concur Expense, there are a few changes to improve the user experience. Icons have been replaced with clear wording indicating the payment type.

### OLD

<input type="checkbox"/>	American Airlines	Airfare	
<input checked="" type="checkbox"/>	American Airlines ██████DAM...	Airfare	
<input type="checkbox"/>	American Airlines	Airfare	

### NEW

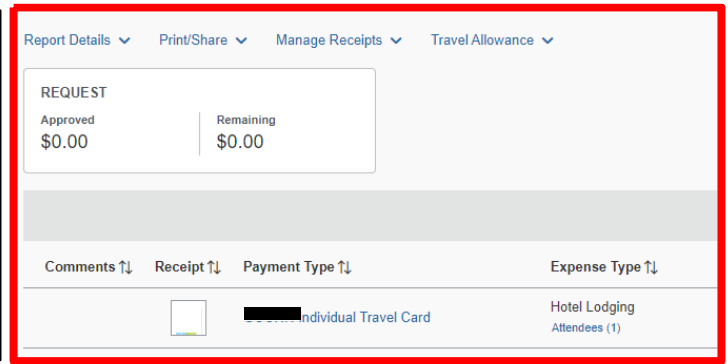
<input type="checkbox"/>	Receipt ↑↓	Payment Type ↑↓
<input type="checkbox"/>		Cash/Out of Pocket
<input type="checkbox"/>		Cash/Out of Pocket
<input type="checkbox"/>		Cash/Out of Pocket
<input type="checkbox"/>		Cash/Out of Pocket
<input type="checkbox"/>		██████ Individual Travel Card
<input type="checkbox"/>		██████ Individual Travel Card

**NOTE:** The exception icons are now called *Alerts* and will display at the top of the report instead of on each individual expense line. Clicking on the Alert will take you right to the area that needs to be corrected.

Users have new drop-down options that make it easier to navigate to different sections on the expense report.

**OLD**

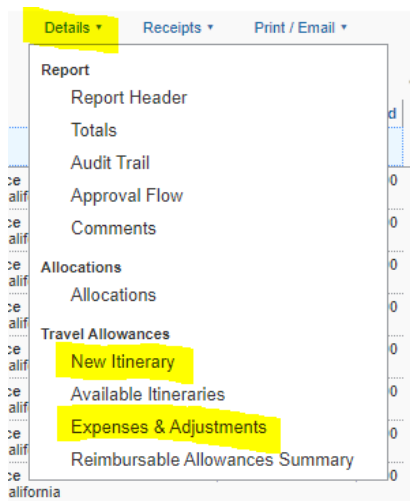
**NEW**



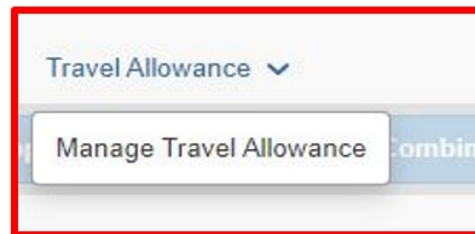
**NOTE:** You can still view the *Approval Flow* and the *Audit Trail*. They are now conveniently located under the *Request Details* drop down. The *Approval Flow* is now displayed in the *Request Timeline* with a clear breakdown of the necessary approvals and approver names.

The *Travel Allowance* drop down now includes the *Travel Itinerary* section as well as *Expenses and Adjustments*. This screen has not changed, but the location of this section is easier to find as it was previously under *Details*.

**OLD**



**NEW**



## PROCESS CHANGES IN THE NEW INTERFACE

With the new layout, some of the processes have changed. The My ASU TRIP Manual includes updated step by step walkthroughs with screenshots on how to proceed in the new user interface.

Create a Trip Request: Please refer to page 33 [Creating an Request in the New UI](#)

How to Add Receipts: Please refer to page 109 [Creating an Expense Report in the New UI](#)

How to Add Anticipated Expenses to a Request: Please refer to page 38 [Creating a Request in the New UI](#)

How to Itemize Hotel Expenses: Please refer to page 97 [Creating an Expense Report in the New UI](#)

How to Allocate Expenses to multiple funding sources: Please refer to page 113 [Creating an Expense Report in the New UI](#)

How to Start an Expense Report From an Approved Request: Please refer to page 77 [Creating an Expense Report in the New UI](#)

## ADDITIONAL SUPPORT

For help with Concur, contact [MyASUTRIP@exchange.asu.edu](mailto:MyASUTRIP@exchange.asu.edu).

For additional reference material, refer to the [Traveler Resources page](#) located on the [Travel Services page](#).