

# My Concur Tab

The “My Concur” tab allows you to search for different travel items. Also, you can:

1. View expense reports.
2. Create new reports.
3. Approve expense reports.
4. View available company card charges.
5. View travel information.
6. View company info.
7. View trip lists.
8. Approve trips.

The screenshot shows the 'My Concur' interface for Ana Elba Williams. The interface includes a navigation menu, a main content area with various sections, and a footer. Numbered callouts point to the following elements:

- 1:** 'View Reports' button in the 'Active Work' section.
- 2:** 'New Expense Report' button in the 'Active Work' section.
- 3:** 'Approval Queue (0)' button.
- 4:** 'Available Company Card Charges' section.
- 5:** 'Travel Info' section.
- 6:** 'Company Info' section.
- 7:** 'Trip List' section.
- 8:** 'Trips Awaiting Approval' section.

The 'Report Name' table contains the following data:

Report Name	Status	Payment Status	Report Date	Total
Master Planning Meeting	Not Submitted	Not Paid	01/25/2011	\$0.00
Master Planning Meeting	Not Submitted	Not Paid	12/20/2010	\$45.00
Ext. Education Teach 32100 51 @ Jackson, TN	Not Submitted	Not Paid	11/21/2010	\$41.59
Ext. Center Teach 27070 Columbia,MD	Not Submitted	Not Paid	10/08/2010	\$26.35