

**What will I use Concur for?**

Concur is used for tracking and reconciling employee travel, P-Card (travel and non-travel), and reimbursable out-of-pocket expenses.

Do I have to use Concur?

Yes. It will be necessary to use Concur to track and reconcile all travel, P-Card, and reimbursable out-of-pocket expenses.

How will I access Concur?

Access to Concur will be available through login using your employee identification number and your chosen password.

Can I log in to Concur from any computer?

Yes. You can log in to Concur from any computer and also through mobile applications.

What if I forgot my password?

If you go to www.concursolutions.com and click on “Forgot my password”, you will receive an e-mail with instructions on how to retrieve or request a new password.

What browsers/operating systems are supported?

Internet Explorer, Firefox, Google Chrome and Safari are all supported by Concur. If you are having issues with the browser please ensure that you have updated your browser to the latest version.

What is a delegate, reviewer or approver?

- A *delegate* is a Concur user that has been given access to another Concur users account for the purposes of either just preparing or preparing and submitting expense reports. In order to add a delegate, a Concur user can make a request to Accounts Payable with the level of access that is required.
- A *reviewer* is a Concur user that reviews a submitted report to ensure the expense report is correct before the report is sent to the final approver.
- An *approver* is a Concur user that does the final approval for an expense report.