

# Welcome to Concur

## What is Concur?

- Concur is the name of Warwick's new expenses system – put simply, it's an expense management website which allows us to submit our expense claims online.
- Say goodbye to the paper-based method we currently use – this online system means we can submit our claims 'on the go', even via a mobile app if required.
- We're confident that Concur will make things easier for all of us – the expense-claiming process will be simpler and more user-friendly, and our Expenses team will be able to process requests with less 'chasing up'.

## Sounds good – so what now?

- Concur will go 'live' very soon – until you start using it to claim, why not spend some time getting your head around how it works?
- Drop by [warwick.ac.uk/services/humanresources/internal/payroll/expenses/concurfaqs](http://warwick.ac.uk/services/humanresources/internal/payroll/expenses/concurfaqs) and check out the full FAQs section, our walkthrough video and a quick guide to get you started.
- We'll be in touch with Heads of Department and Departmental Administrators when everything's live and ready to go.

## How it works

Log into Concur (we'll send you the link). This is a single sign-on application, so once you've logged into your usual University account just head over to the Concur site – you shouldn't have to sign in again.

When you've logged in for the first time, click on the 'Profile' button in the top right corner and check/add your details.

Click 'Start a claim', then enter your expenses, attach your receipts and hit 'save', then submit. More details on the [Concur webpage](#).

If the Expenses team is happy, your claim payment will go through to your bank account. If they have any queries with the claim, they'll let you know. **Tip:** You can check on the progress of your claim by clicking on 'Expense' and then 'Manage expenses'.

If your approvers are happy, they'll alert the Expenses team, who'll make sure it all seems okay from their end, too.

This now gets sent to your department's approvers, who will check everything looks as it should.