



TRAVEL INFORMATION & POLICY

Subject:	Number:
Concur Travel - Navigating the New User Interface 12/29/2014	TIP 14-08
	Date Issued:
References:	December 24, 2014
	Expires:
What's Changed ? Navigating the New User Interface	Until Rescinded

Purpose: A new look is coming to the Concur Travel online booking tool, scheduled to go live on **December 29, 2014** for all state department Concur users.

The new user interface will provide users with a modern look and design that is intuitive and easy to navigate. The updates/enhancements are noted below and detailed here [“What’s Changed? - Navigating the New User Interface”](#). Additional user guides will be posted on the [CalTravelStore](#) website next week.

**Concur Travel
New User
Interface
Updates:**

- Internet Explorer (IE) 7 will no longer be a supported browser for the new user interface. For the best user experience, Concur recommends IE 8 or higher, Google Chrome 30.0 or higher, and Mozilla Firefox 25.0 or higher. For more information on how to upgrade your browser, please contact your IT department.
- Enhanced Trip Summary Information—allows employees to know exactly where they are in the booking process.
- Review Screens—allows travel arrangers to ensure all the traveler information is correct.
- Administration Session—allows you to book for someone else; accessed through a new location (moved to the Profile menu).
- Profile Settings—moved to a new location; where you can access the Sign Out (Log Out).
- Guest Booking—allows you to book for guests; accessed through a new location in the Trip Search (found on the Concur Home Page).

If you have questions about this TIP, please contact Katie Kennedy at (916) 227-8652. To view the Department’s travel policies, please visit the [Caltrans Travel Guide](#) or the [CalTravelStore](#) website.

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Katie_Kennedy@dot.ca.gov. TTY users may also call (800) 735-2922.