This guide will take you through the basic steps for Navigation in Conur.

**Accessing Conur**

1. Go to [Travel.ou.edu](Travel.ou.edu) and login with your 4x4.

**Main Menu**

2. The **Main Menu** across the top of the page will allow you to access:
   a. **Requests**. This option allows you to create a **New Request** or manage previously submitted **Requests**.
   b. **Travel**. This option allows you to access the **Travel Wizard** or review the **Trip Library** for previously submitted trips.
   c. **Expense**. This option allows you to create a **New Expense Report**, manage previous submitted **Expense Reports**, access **Available Expenses** or **Receipts**.
   d. **Approvals**. This option is only available for approvers. This option allows you to access **Requests** or **Expense Reports** awaiting your approval.
   e. **Reporting**. This option is only available to those with **Reporting** access. This option allows you to access company created reports.
   f. **App Center**. This option allows you to access **Apps** from third-party partners with Conur.
   g. **Help**. This option allows you to access the **Accounts Payable** site for Conur training materials.
   h. **Profile**. This option allows you to access your **Profile** and manage your information and preferences.

**Travel Wizard**

4. The **Travel Wizard** on the left side of the page will allow you to search for flights, rental cars and hotels as well as view the details on any upcoming trips that you have previously booked.

**Quick Task Bar**

6. The **Quick Task Bar**, located at the top of the page underneath the **Main Menu**, will allow you to quickly access your most commonly used features and outstanding tasks.
Alerts

8. The Alerts section will notify you of any commonly used features available with Concur that you have not activated or declined.

9. As a University of Oklahoma employee, you are eligible for a free TripIt Pro subscription. Learn More and Activate
   Not right now

   You haven’t signed up to receive e-receipts. Sign up here

Company Notes

10. The Company Notes section will advise you of any important OU related information.

11. UPDATE
   The travel booking process has been simplified. Please see updated booking instructions here.
   The request process has changed and includes an option to attach approvals obtained outside of Concur. For more information, please see the updated request document here.

My Tasks

12. The My Tasks section will quickly take you to any outstanding tasks requiring your attention.

13. Required Approvals
    Traveler 11 O. | ABC Conference
    $0.00 — Travel

    Available Expenses
    You currently have no available expenses.

    Open Reports
    10/03 MS Test
    $10.00