

Quick Reference Guide How to Access Concur From BUworks Concur Travel & Non-Travel

HOW TO ACCESS CONCUR FROM BUWORKS

- 1. Log in to the <u>BUworks Central Portal</u> with your Kerberos username and password.
- 2. Click on the **Employee Self-Service** tab along the top of the page
- 3. Select Travel and Expense Reimbursements
- 4. Click Manage Business Travel Arrangements and Reimbursements

BOSTON UNIVERSITY 2 Home Employee Self-Service Finance ACCT XWalk Reporting Worklist WebGUI Procu	rement
Welcome to BUworks Central Portal A personalized view of University resources designed to help you manage your daily work.	
Horriew Employee Services Employee Services	Travel and Expense Reimbursements Back • Service Map
Time Services Personal Information Review your time balances and plan your time off. Weekly employees can record working time. Outck Links Time Off Request Image Sensities Work Environment Display the University property assigned to you. 3	University Travel Card Read Travel Card Policy Policies and Procedures Review Travel Policy Page Access a List of Travel Office Contacts 2
Display the plans in which you are currently enrolled as enroll in new benefit plans. Quick Links In BU Benefits Center BU Datal Rewards and myFTage Tavel and Expense Reimbursements Travel and Expense Reimbursements via Concur.	Concur Travel and Expense Reporting Manage Business Travel Arrangements and Reimbursements

The Home page will display accessible features and available expenses, reports, and requests.

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