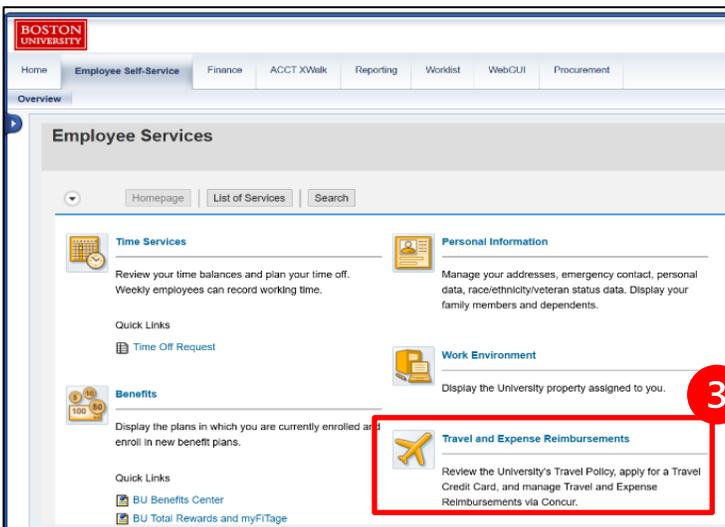
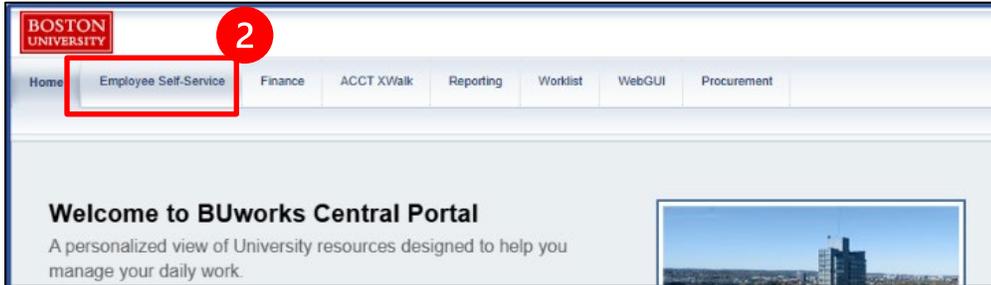


HOW TO ACCESS CONCUR FROM BUWORKS

1. Log in to the [BUworks Central Portal](#) 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**



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

