University of California San Diego, 9500 Gilman Drive, La Jolla, CA, 92093
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Questions about Concur? 
FAQ Blink Page

Two steps to activate your Concur account:
1. Go to your Dashboard
2. Click the "Activate Account" button

In the dialog box, click the "More..." dropdown arrow
2. In this dropdown, select "ADD EXPENSE"

Expenses for a Concur expense type are delivered to your inbox. Our "Expense Manager" page will provide you with easy-to-access tools to manage your expenses.

Helpful Tips & Tricks:
1. When adding expenses to Concur, please use the following format:
   - **Expense Type:** Sales Tax
   - **Amount:** $100.00
   - **Project Code:** 123456
   - **Purchase Order:** 123-456789012

   Make sure to associate each expense with the appropriate project code and/or purchase order.
2. Use the "Search" function on the Dashboard to quickly find and manage your expenses.
3. Add new expenses from the "Create New Expense" button located in the top-right corner of the Dashboard.

Tips & Tricks for Concur Users:

- When adding expenses, use the "Add to Project" feature to quickly link expenses to specific projects.
- Use the "Search" function to look up previous expenses or projects.
- Keep track of your expenses by organizing them into categories and projects.

About Concur:

Concur is a leading provider of travel and expense management solutions. We help businesses of all sizes manage their expenses more efficiently and effectively.

For questions, please contact us via:

**Contact us**

We look forward to hearing from you!