



1. Home/Module Drop-Down Menu – Contains links to all modules available to the user
2. Profile Drop-Down Menu – Contains access to Profile Settings, Sign Out, and “Acting as other user”
3. Quick Task Bar – Snapshot of open Approvals, Requests, Expenses, Reports, and Cash Advances (if applicable); New is a quick access drop-down menu for starting a Request or Report and uploading an itinerary or receipt
4. Alerts – Provides tips, SAP Concur alerts, and unused ticket credit information
5. Company Notes – Contains UA specific alerts and information including travel restrictions and CTM’s contact information
6. Trip Search – Portal to the booking tool to calculate expenses for a Request or initiate the “Travel-to-Request Integration” method
7. My Trips – Reservations for upcoming trips including bookings pending approval
8. My Tasks
 - a. Required Approvals – Pending Requests, Reports, and Cash Advances
 - b. Available Expenses – Unassigned card charges and expenses
 - c. Open Reports – Unsubmitted Reports