EXPLORING THE HOME PAGE

The home page is the first page you will see after you log in. It includes the following sections that make it easy for you to access all the information you need:

- **Quick Task Bar:** Your most common tasks are available here:
  - Start a new request, report or cash advance, and upload receipts.
  - Manage requests and open reports.
  - View cash advances.

- **My Tasks:**
  - This section shows the following:
    - Approvals that need your attention
    - Your available expenses
    - A list of your open reports

- **Facts & Stats:**
  - This section shows facts and stats about travel expenses.

You can return to the home page any time by clicking on the