SAP Concur

USER PROFILE SETUP
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To update your personal information, click **Profile** in the top right of the page then select **Profile Settings**. Prior to using the Concur Travel application to book your travel, you must review and update your travel profile in order to prevent errors when booking.

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### Profile Options

- **Personal Information**: Your name address and emergency contact information.
- **Company Information**: Your company name and business address or your remote location address.
- **Credit Card Information**: You can store your credit card information here so you don’t have to re-enter it each time you purchase an item or service.
- **E-Receipt Activation**: Enable e-receipts to automatically receive electronic receipts from participating vendors.
- **Travel Vacation Reassignment**: Going to be out of the office? Configure your backup travel manager.

### System Settings

- **Which time zone are you in?**
- **Do you prefer to use a 12 or 24-hour clock?**
- **When does your workday start/end?**

### Contact Information

- **How can we contact you about your travel arrangements?**

### Setup Travel Assistants

- **You can allow other people within your companies to book trips and enter expenses for you.**

### Travel Profile Options

- **Carrier**, **Hotel**, **Rental Car** and other travel-related preferences.

### Expense Delegates

- **Delegates are employees who are allowed to perform work on behalf of other employees.**

### Expense Preferences

- **Select the options that define when you receive email notifications.**
- **Prompts are pages that appear when you select a certain action, such as Submit or Print.**

### Concur Mobile Registration

- **Set up access to Concur on your mobile device.**
NAME
Verify that your name matches exactly to the photo identification that will be presented at the airport. If changes need to be made, contact your personnel department to get your GHRS file updated.

WORK AND HOME ADDRESS
Verify that your work and home addresses are correct. This information will be used for mileage calculations in the Expense module.

CONTACT INFORMATION
Either a work or home phone number is required, along with a mobile phone number. These will only be used in an emergency situation if the travel management company needs to contact you about your booking or travel details. Phone numbers must be entered in the fields marked “Required” in a phone number format. Failure to do so will cause an error when booking travel in Concur.

EMAIL ADDRESS
Be sure your state issued email address is listed under this section. You may add two additional email addresses that the travel management company will automatically send all travel related notifications to. Three notifications are sent with each booking: itinerary, invoice notification, ticketing notification.

Once you have saved your email address, select the Verify link. A message from Concur will be sent to your email with a verification code. Enter this code into the Enter Code field next to the email address. Select OK to submit. When this verification is done, Concur can associate information forwarded from that email address to your account. You will be able to email receipts to receipts@concur.com and they will be uploaded into your Available Receipts section.

NOTE: An email address can only be associated with one Concur profile. Delegates should not enter their state email addresses in another user’s profile.

EMERGENCY CONTACTS
Complete this section as necessary.

TRAVEL PREFERENCES
In this section you can enter:

- Discount travel rates/fare classes
- Air, Hotel and Car Rental preferences
- Add Frequent Traveler Programs
To add a **Frequent Traveler Program**, select **Add a Program**. If a program is entered incorrectly, it could result in an error in the reservation system. Use the **Search this Vendor** check box to prioritize the search in the Travel application. Keep in mind that the State’s travel policy will usually override your individual vendor preferences.

#### UNUSED TICKETS
The **Unused Tickets** section will populate if a trip is canceled after ticketing and the airline ticket goes unused. Concur will not auto-reuse your unused ticket credits listed in your profile. During regular business hours the travel agent team will be alerted if the traveler has an unused ticket and if possible, use the credit towards your upcoming travel.

#### TSA SECURE FLIGHT
In the TSA Secure Flight section, verify the **required** **Gender** and **Date of Birth** fields. Complete the **DHS Redress No** and the **TSA Precheck Known Traveler Number** fields, as needed.

#### INTERNATIONAL TRAVEL: PASSPORTS AND VISAS
Passports and Visas can be added to your profile and the information will be included with your travel booking.
CREDIT CARDS

In the Credit Cards section, add or update your state issued travel card information. You must have a credit card saved here in order to book travel through Concur. You may only add a state issued travel card in Concur. Personal credit cards will not be accepted.

To add a credit card, select Add a Credit Card. It is recommended that you set the credit card as the default for air, car and hotel travel. If this is done, Concur will not prompt you to choose a credit card each time you are booking travel. The Billing Address will be the address the agency had the state travel cards delivered to. Please contact your pcard administrator if you need assistance with this address.

Be sure to Save all changes made to your personal information before proceeding.