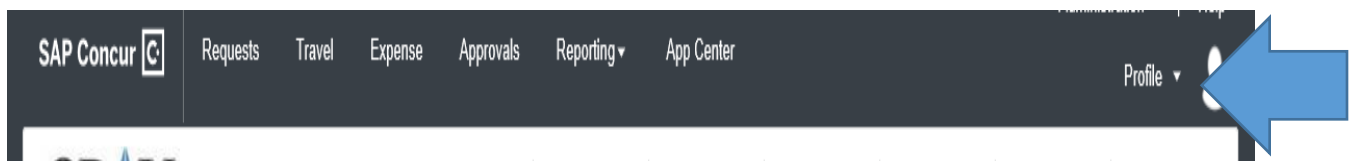# Getting to know SAP Concur

Concur homepage:

In order to take advantage of everything SAP Concur has to offer, it is very important to visit and update your Profile page

This will bring you to a page that provides access to sections of your profile. Please take time to explore these selections. For this training, we will focus in the Personal Information tab

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Profile Options

Select one of the following to customize your user profile.

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Personal Car
- Favorite Attendees

Other Settings

- E-Receipt Activation
- System Settings
- Connected Apps
- Concur Connect
- Change Password
- Travel Vacation Reassignment

Personal Information
Your home 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.

Request 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.

Personal Car
Personal Car

Concur Mobile Registration
Set up access to Concur on your mobile device

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.

Change Password
Change your password.

It is very important to complete as much of the Profile as possible to enable the system to prefill information into your reservations when booking travel. Most importantly, verify the way your name is listed on your ID and your contact information in Concur matches exactly. In addition, you can load your frequent traveler programs information, hotel/rental car preferences, passport info, TSA number (if applicable) and a credit card to use for holding hotel reservations. Fill it out once and make updates if anything changes.

SAP Concur can link-up to many helpful Apps. Be sure to review these and sign up for what you need.

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To find **Job Aids** for how to complete a Request, Expense, or reserve travel arrangements through the Booking Tool, please visit the Travel Site for ORAU Participant and Fellows at [Forms/Job Aids | ORAU Travel Central](#)