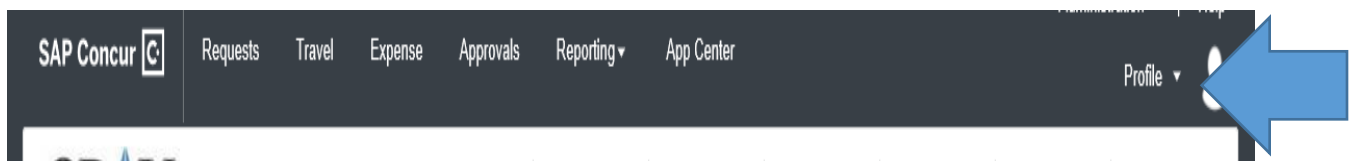




Getting to know SAP Concur


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



SAP Concur  Requests Travel Expense Approvals Reporting App Center Administration Profile

Profile Personal Information Change Password System Settings Concur Mobile Registration Concur Mobile Devices Travel Vacation Reassignment

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

Profile Options

Select one of the following to customize your user profile.

- 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 | Requests | Travel | Expense | Approvals | Reporting | App Center | Administration | Help | Profile

Profile | Personal Information | Change Password | System Settings | Concur Mobile Registration | Concur Mobile Devices | Travel Vacation Reassignment

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

My Profile - Personal Information

Jump To: Personal Information [Choose]

Disabled fields (gray) cannot be changed. If you must make modifications to these fields, contact the TL Corporate eCommerce Support Desk at 866-502-1926 or via email at ecommerce@tlcorporate.com. [Change Picture](#)

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

Important Note
Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name [Required]	Middle Name [Required]	Nickname	Last Name [Required]	Suffix
<input type="text"/>	Don	Earl	<input type="text"/>	Jenkins	<input type="text"/>
	<input type="checkbox"/> No Middle Name				

Company Information [Go to top](#)

Employee ID: 21717

Manager: Mandy Basal | Org. Unit/Division **[Required]**: Employee | Employee Position/Title: SAWD Travel Manag

[Save](#)

Work Address [Go to top](#)

Company Name: ORAU | Assigned Location: MC-100 (Oak Ridge, TN)

Street: 100 ORAU Way | Address same as assigned location

City: Oak Ridge | State/Province: TN

Postal Code: 37830 | Country/Region: United States of America

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

SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Center | Administration | Help | Profile

App Center

Category: All Apps | Search by Application, Partner, or Keyword | [Search](#) | [Need Help?](#)

Popular Connections

Do more with your favorite apps and services by linking them to Concur

- Lufthansa German Airlines
A new level for your Travel & Expense
- American Airlines
✓ Connected
- Concur for Mobile
✓ Connected
- Delta Air Lines
✓ Connected
- Tript
✓ Connected
- Hertz
Faster Connections, Better Reservations

Enterprise Applications

Pre-built business solutions integrated with Concur

- Lyft Business
Give your travelers easy, reliable rides
- EY Mobility Pathway – Travel
Fast guidance on tax and immigration issues
- Uber for Business
Now Part of the Perfect Trip
- Airbnb + Concur Travel Search
Experience the comforts of home when
- Deloitte – Travel Ready
Pre-travel risk assessment to enable
- Rocketrip
Spend less on employee travel



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](#)