Getting Started In Concur

Completing Your Profile

Why Complete My Profile?

- To avoid re-entering information about yourself:
    - phone number, contacts, preferences credit card information, etc
- To sign up for safety and business alerts
- To authorize a travel arranger or assistant
- *Complete your profile after logging onto SAP Concur for the first time
- *Update your profile whenever your information changes
- **Log into Concur > Profile > Profile Settings > Personal Information**

Your Information

- Verify that your name *exactly* matches the photo ID you will use to travel

- **Company Information** – Review for accuracy.

- **Work Address** – Save any necessary changes.

- **Home Address** – This section is optional.

- **Contact Information** – *Either* a work or home phone number is required. You may enter both. You may register a mobile device to receive Safety and Business alerts.

- **Email Addresses** – Add and verify any email addresses that you or any will use to send receipts or travel itineraries to Concur.

- **Emergency Contact** – This section is optional, but encouraged.

Travel Information

- **Travel Preferences** – Select your preferences for airfare, hotel, and car rentals.

- **Frequent Traveler Programs** - Add any travel loyalty programs that you belong to.

- **My Travel Network** – Enroll to automatically connect to Concur Travel Partners.

  - Receive UD's negotiated rates.

  - Get e-receipts from participating programs, which will be waiting for you in Concur Expense.

  - Access your travel plans anytime on any device, using Concur or TripIt.

- **Advantage Programs** – Add program information for Amtrak Guest Rewards.

- **Unused Tickets** – If you have unused air tickets, you will see them here.

- **Southwest Ticket Credits** – You will see any Southwest ticket credits here.

Travel Information continued…

- **TSA Secure Flight** – Enter your DHS redress and/or TSA pre-check number(s) if applicable.

- **International Travel** – Enter your Passport or Visa number if you travel internationally.

- **Assistants and Travel Arrangers** – Add anyone who will be booking travel on your behalf.

- **Credit Cards** – Add your UD Credit Card information if applicable. Check the items that the card will be used for.

Questions?

- AskConcur@udel.edu
- udel.edu/procurement