Before you book travel or create expense reports in Concur, you must first ensure that your profile is correct. Master data from SAP populates your Concur profile; however, it is important that your personal information match your I.D. card and passport. Use this QRC to complete or update your Concur profile.

<table>
<thead>
<tr>
<th>Log in to Concur</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Go to the Employee Portal page.</td>
</tr>
<tr>
<td>2. Choose Travel System (Concur).</td>
</tr>
<tr>
<td>3. Use your Career Account ID and password.</td>
</tr>
<tr>
<td>4. Click Login.</td>
</tr>
</tbody>
</table>

To access the page you are requesting, a valid Purdue University career account Username and Password must be provided.
**Update Your Information**

A. At the top of the My Concur page, click Profile tab.

B. Click Personal Information.

**Note:** Concur gives you four ways to navigate in the profile:

- a) Left navigation
- b) Top navigation
- c) Center icon
- d) Hover over Profile

C. Check the Personal Information edit and complete fields required.

**Note:** Some fields are pre-populated by master data as it appears in HR records of SAP. Please ensure that all information is accurate and matches your state or federal identification (driver’s license, state identification card, or passport).
D. Continue to edit and complete additional fields including:
- Work Address
- Home Address
- Contact Information
- Emergency Contact

Set Travel Preferences

Check discount travel rates/fare classes for which you are eligible.

**Travel Preferences**

Eligible for the following discount travel rates/fare classes
- [ ] AAA
- [ ] Government
- [ ] Military
- [ ] Senior/AARP

A. Select seat preference.
B. Select row preference.
C. Indicate special meals preferences.
D. Enter a city name or the airport code of your preferred airport; select the appropriate airport.
E. Indicate any medical alerts (i.e., shellfish allergy).
F. Indicate other air travel preferences.
A. Select room preference.
B. Select smoking preference.
C. Enter an additional message up to 30 characters long.
D. Check boxes for preferred amenities.
E. Check accessibility needs.

A. Enter preferred car type. (economy, compact, intermediate and standard are within Purdue University policy)
B. Enter smoking preference.
C. Enter preferred car transmission.
D. Enter an additional message up to 30 characters long.

Add Frequent-Traveler Programs to Profile

Click **Frequent-Traveler Programs** in the left sidebar menu.

Click **Add a Program**.
A. Indicate what kind of frequent traveler program you are entering.

B. Select the carrier, car rental company, or hotel chain from the drop-down menu.

C. Enter your frequent-traveler/driver/or guest number.

D. Check the **Search this vendor** checkbox to include the vendor in searches.

E. Click **Save**.

Your frequent-traveler programs are listed.

<table>
<thead>
<tr>
<th>Frequent-Traveler Programs</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Delta</strong></td>
<td><img src="image" alt="Delta" /></td>
<td><img src="image" alt="Add a Program" /></td>
<td><img src="image" alt="Edit" /></td>
</tr>
<tr>
<td><strong>Enterprise</strong></td>
<td><img src="image" alt="Enterprise" /></td>
<td><img src="image" alt="Edit" /></td>
<td><img src="image" alt="Delete" /></td>
</tr>
<tr>
<td><strong>Crowne Plaza</strong></td>
<td><img src="image" alt="Crowne Plaza" /></td>
<td><img src="image" alt="Edit" /></td>
<td><img src="image" alt="Delete" /></td>
</tr>
</tbody>
</table>
Add Southwest Ticket Credits to Profile

**Scroll down to** Southwest Ticket Credits.

Click Add Ticket Credit.

<table>
<thead>
<tr>
<th>Enter Southwest Record Locator.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Valid Until date.</td>
</tr>
<tr>
<td>Enter Ticket Amounts.</td>
</tr>
<tr>
<td>Select currency.</td>
</tr>
</tbody>
</table>

Click Add Ticket Credit.

**Southwest Ticket Credits**

- **Add Ticket Credit**

**Add Ticket Credit**

- Southwest Record Locator: 
  (Required)
- Valid Until: 
  
- Ticket Amount: 
  
  [US-Dollar ($)]

- Add Ticket Credit
- Cancel
Add TSA Secure Flight

If you are a frequent traveler and know you **DHS Redress No.** and/or **Known Traveler Number**, add them here.

*The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA’s web site at [WWW.TSA.GOV](http://WWW.TSA.GOV).*

<table>
<thead>
<tr>
<th>Gender</th>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>DHS Redress No.</th>
<th>TSA Pre✓ Known Traveler Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male ☐</td>
<td>☑ Famale</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add International Travel: Passports and Visas

If you travel internationally, please add your **Passports** or **Visas** numbers to your profile.

*Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.*

**Passports**

- **Add a Passport**
  - **Passport Nationality**
  - **Passport Number**
  - **Passport Date Issued (mm/dd/yyyy)**
  - **Passport Expiration (mm/dd/yyyy)**
  - **Passport Place Issued (City, State / Country)**

**International Visa**

- **Add a Visa**
  - **Visa Nationality**
  - **Visa Number**
  - **Visa Expiration (mm/dd/yyyy)**
  - **Visa Type**
Add Assistants and Travel Arrangers

1. A travel assistant is pre-populated for you. If you would like to add assistants, click Add an Assistant located to the right of the section.

2. In the Search Criteria field, type the last name, email address or career account of the person you wish to add as an assistant/travel arranger.
3. Click **Search**.

4. From the **Assistant** dropdown menu, select the appropriate assistant.
5. Select **Can Book Travel for Me**.

6. Select **Is my primary assistant for travel**, if necessary.
7. Click **Save**.
Add an Expense Delegate

Expense Delegates are employees who are allowed to perform work on behalf of other employees. Delegates have permission to prepare travel request, book travel and prepare expense reports on behalf of a traveler.

**Travelers cannot delegate approvals. Travelers must approve and submit their own travel request and expense reports.**

Note: Delegates inherit the traveler’s roles and can only perform the tasks for which they have permission. For example, if given permission delegates may view receipts and receive emails on a traveler’s behalf. Approvers can only delegate approval if their delegate is also an approver in the system.

1. Click **Expense Delegates** in the left navigation.

2. On the **Expense Delegates** page, click **Add**.
3. In the **Search by employee name, email address or logon id** field, type the last name, email address or career account of the delegate you wish to add. The search starts as soon as you enter the first letter.

4. From the list of matches, select the appropriate person.

5. Click **Save**.
6. Check the responsibilities you wish this delegate to perform on your behalf.
   
   Note: The system does not allow you to add approver roles unless you are designated as an approver in master data.

7. Click **Save** again to confirm the responsibilities you wish this delegate to perform.
Set Travel Request Preferences

Concur sends automatically generated e-mail notices to users when the status of a request changes, or when requests have been submitted for approval. You can set your email preferences to turn on and off these system-generated notifications.

1. Click **Travel Request Preferences** in the left sidebar menu.

2. Check/uncheck boxes to indicate when you want to receive email notifications.

3. Click **Save**.
Set Expense Preferences

1. Click **Expense Preferences** in the left sidebar menu.

2. Check/uncheck boxes to indicate when you want to receive email notifications.

3. Click **Save**.
### Add a Favorite Attendee – If you expense meetings with common attendees

1. On the left menu, under Expense Settings, click **FavoriteAttendees**.

   ![Expense Settings](image)

2. On the **Favorite Attendee** page, click **New Attendee**.

   ![Favorite Attendees](image)

3. From the **Attendee Type** drop-down menu, select the appropriate **Attendee Type**.

   ![Attendee Type](image)

4. Fill in the remainder of the fields as required.

5. Click **Save** or **Save & Add Another**.

   ![Save & Add Another](image)
### Enable E-Receipts

1. On the Left Menu, under **Other Settings** click **E-Receipt Activation**.

2. Read the text and click **E-Receipt Activation**.

3. Read the text and click **I Accept** or **I Decline**.

---

**Enable E-Receipts**

- Enable the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers.
- Click **Enable Activation** to turn on the automatic collection of electronic receipts and folio data, or "e-receipts", from participating suppliers.
- Only use activation status if you do not want to use this feature. E-receipts generated by a transaction with a participating supplier will be automatically collected and matched with your itineraries and expense reports. You can access and print those e-receipts at any time from your Trip Library. If your company uses Expense, your e-receipts will be automatically matched with your itineraries and expense reports, as applicable, so you can avoid keying in folio data and submitting paper receipts for your expense reports. Participating suppliers of our e-receipt program are identified by our icon during the online booking process.

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Add Mobile Registration

1. Select **Mobile Registration** from **Other Settings**

2. Enter a **Mobile Pin** in text box provided and re-enter the pin in the **Verify Mobile Pin** text box

3. Click **Create/Update Mobile PIN**
<table>
<thead>
<tr>
<th>Add the App to your phone</th>
<th></th>
</tr>
</thead>
</table>
Blackberry: [http://appworld.blackberry.com/](http://appworld.blackberry.com/)  
| 2. Load the app on your phone in whatever way you normally add apps |  |