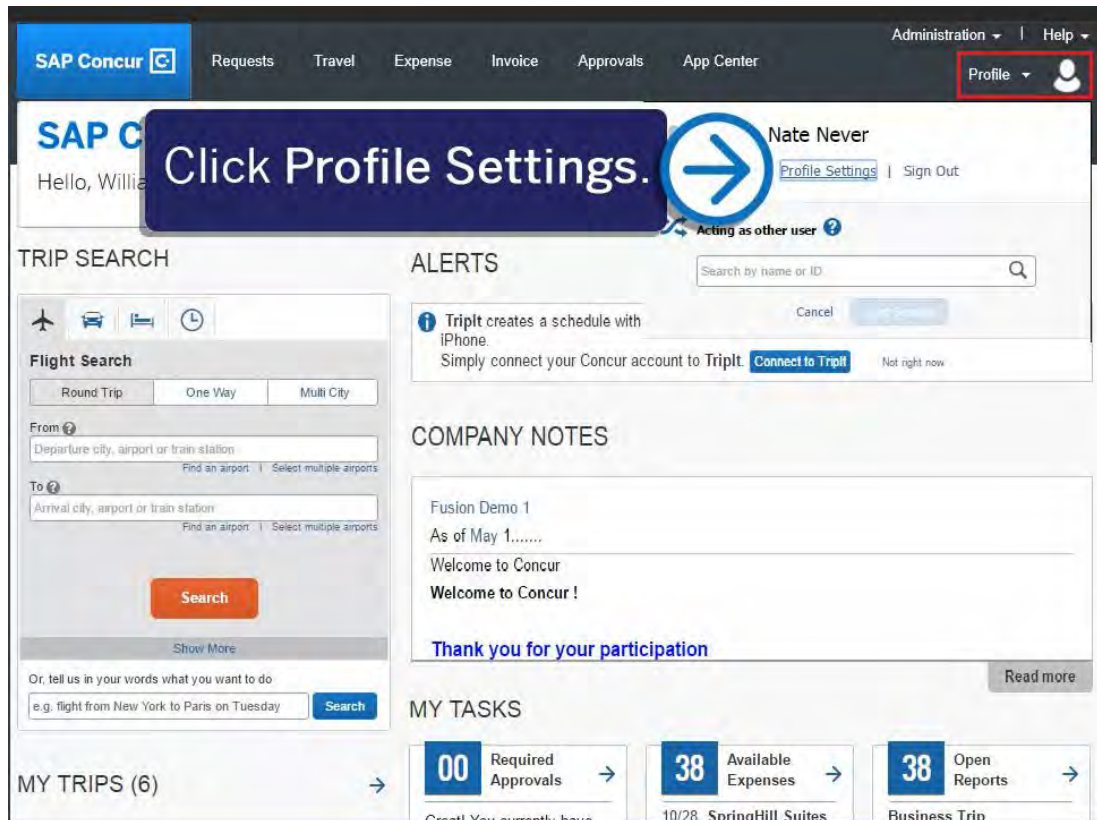


Updating Your Travel Profile

From your Travel profile you can update information such as your personal and company information, and credit card information. You can update your Travel Settings, including travel preferences for upcoming trips, and add an assistant to help you book your travel.

1. To access your Travel profile, from the **SAP Concur** home page, click **Profile**, and then click **Profile Settings**.



The screenshot displays the SAP Concur user interface. At the top, the navigation bar includes 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. On the right, there are 'Administration' and 'Help' dropdown menus. A red box highlights the 'Profile' dropdown menu, which contains a user icon and a 'Profile' label. Below the navigation bar, the user's name 'Nate Never' is displayed, along with a 'Profile Settings' link and a 'Sign Out' button. A blue callout box with a right-pointing arrow and the text 'Click Profile Settings.' is overlaid on the 'Profile Settings' link. The main content area is divided into several sections: 'TRIP SEARCH' with a 'Flight Search' form, 'ALERTS' with a search bar and a notification about connecting to Triplt, 'COMPANY NOTES' with a welcome message, and 'MY TASKS' with three task cards: '00 Required Approvals', '38 Available Expenses', and '38 Open Reports'.

You will find the most common profile tasks on the **Profile Options** page. You can also use the menus on the left to select a setting to update.

The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' logo and menu items: Requests, Travel, Expense, Invoice, Approvals, App Center, Administration, and Help. Below this is a 'Profile' dropdown menu. The main content area is titled 'Profile Options' and is divided into two columns. The left column, 'Your Information', lists various settings categories. The right column, 'Profile Options', provides detailed descriptions for each category, such as 'Personal Information' (home address, emergency contact), 'System Settings' (time zone, clock preference), 'Contact Information' (travel arrangements), 'Setup Travel Assistants' (allowing others to book trips), 'Expense Delegates' (employees performing work on behalf of others), and 'Mobile Registration' (setting up mobile device access).

2. Use the following sections to start updating your Travel profile:

- **Your Information** - Review and update your personal information, contact information, and emergency contacts. Verify your Email addresses, and add or update credit cards that are available to use for purchases.
- **Travel Settings** - Add your travel preferences, and frequent-traveler program information. Add assistants or arrangers that can book travel for you.
- **Other Settings** - Activate E-receipts, configure system settings, change your password, and register your mobile devices

3. In this example, you will verify your personal information. Click **Personal Information**.

The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' logo and menu items: Requests, Travel, Expense, Invoice, Approvals, App Center, Administration, and Help. A 'Profile' button with a user icon is on the right. Below this is a sub-menu with 'Profile', 'Personal Information', 'Change Password', 'System Settings', 'Mobile Registration', and 'Travel Vacation Reassignment'. The main content area is titled 'Profile Options' and contains several sections: 'Personal Information', 'System Settings', 'Contact Information', 'Travel Assistants', 'Profile Options', 'Expense Delegates', 'Expense Preferences', and 'Mobile Registration'. A blue callout box with a white arrow points to the 'Personal Information' section, with the text 'Click Personal Information.' overlaid on it.

4. In the **My Profile – Personal Information** section, make sure that the first, middle, and last names shown are identical to those on the photo identification that you will be presenting at the airport. If it is incorrect, contact your SAP Concur Site Admin if it needs to be updated.

The screenshot shows the 'My Profile - Personal Information' page. At the top, there is a 'Jump To:' dropdown menu set to 'Personal Information' and a 'Choose' button. Below this is a warning: 'Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.' There is also a 'Change Picture' button and a placeholder for a profile picture. A yellow 'Important Note' box contains the following text: '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.' Below the note is a table with columns for 'Title', 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. The 'Last Name' field is highlighted in yellow and contains the text 'William J. [unreadable] English'.

5. Scroll down and verify your **Work** and **Home Address**, and your **Contact Information** (required fields are labeled in red).

The screenshot displays three sections of a web form:

- Work Address:** Includes fields for Company Name (Learning Services Center), Assigned Location (Main Location (Redmond, WA)), Street (15400 NE Union Hill Road), City (Redmond), State/Province/Region (WA), Postal Code (98052), and Country (United States of America). A checkbox for "Address same as assigned location" is checked. A "Save" button is at the bottom.
- Home Address:** Includes fields for Street, City, State/Province/Region, Postal Code, and Country (United States of America). A "Save" button is at the bottom.
- Contact Information:** Includes fields for Work Phone (1-425-509-4597), Work Extension, Work Fax, 2nd Work Phone/Remote Office (1-425-509-4597), and Pager/Other Phone. The Work Phone and 2nd Work Phone fields are highlighted in yellow.

6. In the **Email Addresses** section, verify your email addresses. Click **Add an email address** to add any additional email addresses that you will need to use. Complete the **Emergency Contact** fields, as needed.

Email Addresses Go to top

Please add at least one email address.

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

[+] Add email address

Email Address	Verify	Contact?	Actions
Email 1 <input type="text" value="muel_h_m@20031031@hu.nl"/>	<input type="checkbox"/> Not verified	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Emergency Contact Go to top

Name Relationship

Street

Address same as employee

City State/Province/Region Postal Code

7. Continue scrolling down to the **Travel Preferences** section. Select your discount travel rates/fare classes, and specify your **Air**, **Hotel**, and **Car Rental Preferences**. Under **Frequent-Traveler Program**, click **Add a Program** to add your frequent flyer programs.

Travel Preferences Go to top

Eligible for the following discount travel rates/fare classes

AAA/CAA Government Military Senior/AARP

Air Travel Preferences ⓘ

Seat Seat Section Special Meals Ticket Delivery

Preferred Departure Airport Other Air Travel Preferences

Medical Alerts

Hotel Preferences

Room Type Smoking Preference Foam pillow Rollaway bed Crib

I prefer hotel that has:

a gym a pool a restaurant room service Early Check-in

Accessibility Needs

Wheelchair access Blind accessible

Car Rental Preferences

Car Type Smoking Preference Car Transmission Rental GPS system Skivack

Message to Car Rental Vendor

Frequent-Traveler Programs

Your Frequent-Traveler, Driver, and Hotel Guest Programs [+] Add a Program

8. In the **TSA Secure Flight** section, verify the required **Gender** and **Date of Birth** fields. Complete the **DHS RedressNo.** and **TSA Pre✓ Known Traveler Number** fields, as needed.

TSA Secure Flight

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.

Gender (Required) Date of Birth (mm/dd/yyyy) (Required) DHS Redress No. TSA Pre✓ Known Traveler Number

Male Female

Save

9. In the **International Travel Passports and Visas** section, add your passport or international visa information. Adding your information in the section can make international travel a little easier.

International Travel: Passports and Visas [Go to top](#)

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](#)

I do not have a passport

International Visas [+ Add a Visa](#)

Save

10. In the **Assistants and Travel Arrangers** section, click **Add an Assistant** to assign someone to book travel for you, or to assign them as your primary assistant for travel.

You can search for and select the individual(s) within your organization that you would like to give permission to perform travel functions for you. Note that an assistant must be an existing Travel user. You cannot designate primary assistants for travel to Individuals or Groups without a work phone number in their profile.

Assistants and Travel Arrangers [Go to top](#)

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Prevent Self Assigning Assistants

Your Assistants and Travel Arrangers [+ Add an Assistant](#)

You currently have no assistants defined.

Save

11. From the **Credit Cards** section, click **Add a Credit Card** to add or update your credit card information that you use to book travel.

Note that you are required to have a credit card saved in your profile before you can book with Concur Travel. You can designate this card as your default for plane tickets, rail tickets, car rentals, and hotel reservations.



12. After you have completed your **Travel Profile** updates, click **Save**.



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