

# Update Your Travel Profile

Before you use CONCUR for the first time, you must update and save your profile. You must save your profile before you first attempt to book a trip.

If you are a travel arranger for someone else, you will go to the travel tab and select "Arrangers" under the tab. The dropdown will appear and select the profile that you want to edit from the **You are Administering Travel For** dropdown menu.

## Step 1: Change your Time Zone, Date Format, or Language

### How to...

1. On the top right corner of page, click **Profile**.
2. On the **Profile** submenu, click **System Settings**.
3. On the **System Settings** page, update the appropriate information, and then click **Save**.

### Additional Information

You can change the system and regional settings (number, currently, date, and time format).

**CONCUR** Requests Travel Expense Approvals App Center Profile

Profile Personal Information System Settings Mobile Registration Travel Vacation Reassignment

### My Profile - Personal Information

Jump To: Personal Information Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's IT department.

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 <b>[Required]</b>	Middle Name <b>[Required]</b>	Nickname	Last Name <b>[Required]</b>	Suffix
	JESSICA				
<input type="checkbox"/> No Middle Name					

**Company Information** Go to top

Employee ID: 92

Manager: [ ] Org. Unit/Division: 02-GEOG Employee Position/Title: BUSINESS ASSOCIA

Save

**Work Address** Go to top

Company Name: Texas A&M University Sys Search for company locations

Street: 3147 TAMU  Address same as assigned location

City: College Station State/Province/Region: TX

Postal Code: 77843-3147 Country: United States of America

Save

# Update Your Personal Information

## How to...

1. On the **My Concur** page, click **Profile** on the menu at the top of the page.
2. On the **Profile** submenu, click **Personal Information**.
3. On the **My Profile** page, update the appropriate information, and then click **Save**.

## Additional Information

You must complete all fields marked **Required** (in orange) to save your profile.

Verify that the first and last name fields match the ID used at the airport.

If you cannot edit these fields, contact your travel agency or travel manager to make changes.

The country you select in the work address fields will determine the default map that appears on the **Concur Travel Map** tab.

There are several **Save** buttons on the profile page. You only need to save once as every **Save** button saves the entire profile.

### Complete these sections of your travel profile:

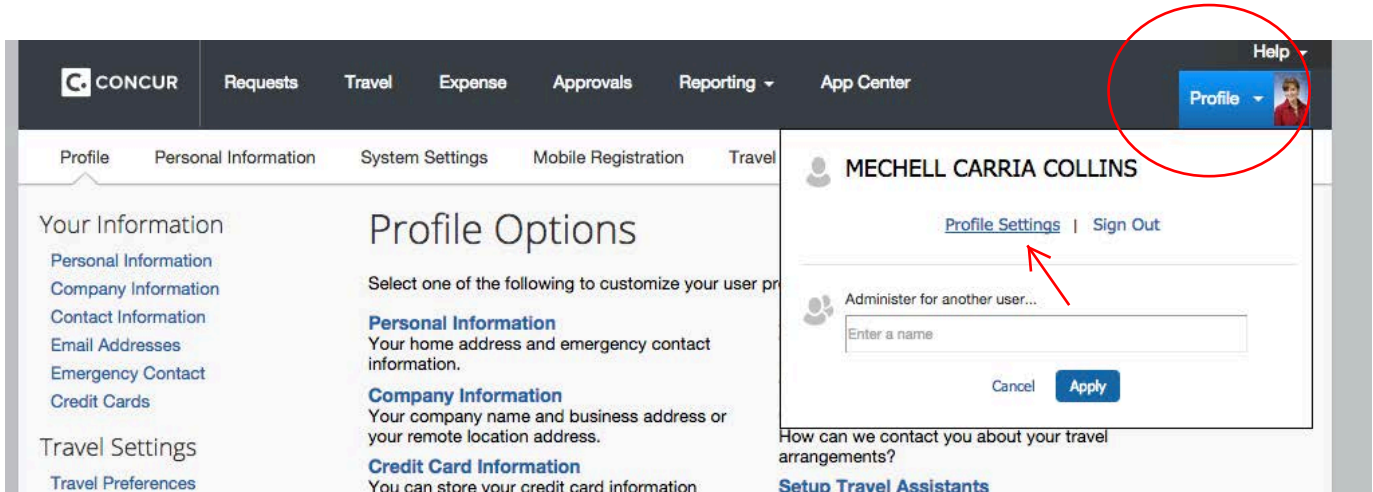
- **Name & Airport Security** - Confirm that your name is identical to those on the photo identification that you will be presenting at the airport. If not identical, update this information.
- **Company Information** – Confirm Company information is correct.
- **Home Address** - optional
- **Work Address** – Company Name will always be Texas A&M University System and Work Address should be your department's Mail Stop.
- **Contact Information** – 3 Required Fields: Work Phone #, Home Phone # and Email Address
- **Emergency contact** - This is what will be used if there is an emergency while the traveler is in travel status.
- **Travel Preferences** – optional
- **TSA Secure Flight** – gender and date of birth are required.
- **Assistants and Travel Arrangers** – Please add your BA and the GeoTravel team as delegates. There is a drop down list that includes all employees of the participating system members. Travel Assistants can make travel arrangements for the traveler.
- **Credit Cards** - will need to enter the credit card numbers, billing address and expiration date of any that will be used to pay for travel booked in Concur. Follow instructions below for adding a card:

- Select "Add a card"
- "Display name" is what you want to call your card in the system. Ex: "Personal Visa Card" or "University Travel Card"
- Enter your name as it appears on your card
- Choose what type of card you are entering (Visa, MasterCard, etc...)
- Enter the full 16 digit account number with no dashes
- Enter the expiration month and year
- Enter the billing address for the card. For the billing address of your University Travel Card us your department's Mail Stop address.

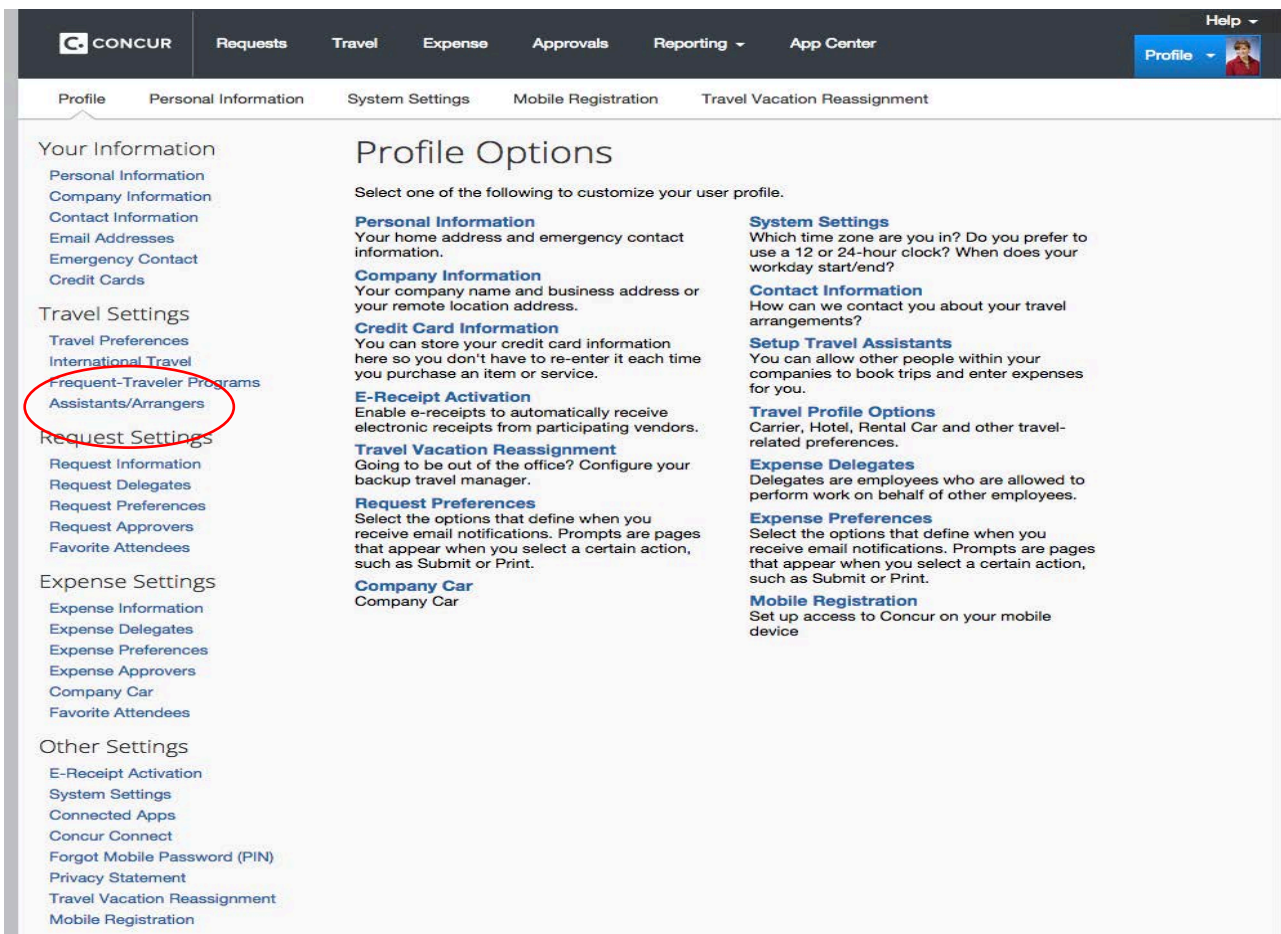
# Adding Assistants/ Arrangers and Expense Delegates

This will allow the GeoTravel team to assist with and view your expense reports.

First, log into sso.tamus.edu. Then, select eTravel/Concur from the SSO menu. Once Concur is open, click on the “Profile” tab.



Select “Assistants/Arrangers” from the profile options listed on the left side of the screen



Search for and add individuals for GEOG and your department staff listed below.  
 Select the duties as shown.

CONCUR	Staff (select GEOG and your dept. staff)	DEPT	Can book travel for me	Is my primary assistant for travel
Assistants / Arrangers	Mechell Carria Collins	GEOG	X	
	Debra French	GEOG	X	X
	Jessica Radnitzer	GEOG	X	
	Janet Dudding	OCNG	X	X
	Debra Stark	OCNG	X	
	Theresa Morrison	ATMO	X	
	Debbie Odstrcil	ATMO	X	X
	Cathryn Bruton	GEOL	X	
	Lisa Reichert	GEOL	X	
	Elizabeth Collins	GEOL	X	X
	Barbara Bayer	CLGE	X	
	Michele Beal	CLGE	X	X

Select “Expense Delegates or Request Delegates” from the profile options listed on the left side of the screen: Click on “Add Delegate”

Add all delegates listed below with duties as shown

CONCUR	Staff (select all staff)	DEPT	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Receives Approval Emails
Request & Expense Delegates	Mechell Carria Collins	GEOG	X	X		X	X	
	Debra French	GEOG	X	X			X	
	Jessica Radnitzer	GEOG	X	X			X	
	Janet Dudding	OCNG	X	X		X	X	
	Debra Stark	OCNG	X	X				
	Theresa Morrison	ATMO	X	X		X	X	
	Debbie Odstrcil	ATMO	X	X				
	Cathryn Bruton	GEOL	X	X		X	X	
	Lisa Reichert	GEOL	X	X		X	X	
	Elizabeth Collins	GEOL	X	X				
	Barbara Bayer	CLGE	X	X	X	X	X	
	Michele Beal	CLGE	X	X	X	X	X	

The last step, is to hit “Save.”

Example of how it should look.

Profile   Personal Information   System Settings   Mobile Registration   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
- Company Car
- Favorite Attendees

Other Settings

- E-Receipt Activation
- System Settings
- Connected Apps
- Concur Connect
- Forgot Mobile Password (PIN)
- Privacy Statement
- Travel Vacation Reassignment

## Expense Delegates

Delegates   Delegate For

[Delete](#)

Delegates are employees who are allowed to perform work on behalf of other employees.  
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/> Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Receives Approval Emails
<input type="checkbox"/> <b>BAYER, BARBARA</b> bbayer@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> [ ]	<input checked="" type="checkbox"/>
<input type="checkbox"/> <b>BEAL, MICHELE</b> michelebeal@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> [ ]	<input checked="" type="checkbox"/>
<input type="checkbox"/> <b>BRUTON, CATHRYN</b> cathryn-g-bruton@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> [ ]	<input checked="" type="checkbox"/>
<input type="checkbox"/> <b>DUDDING, JANET</b> jdudding@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> [ ]	<input checked="" type="checkbox"/>
<input type="checkbox"/> <b>French, Debra</b> dfrench@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> [ ]	<input type="checkbox"/>
<input type="checkbox"/> <b>MORRISON, THERESA</b> tmorrison@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> [ ]	<input checked="" type="checkbox"/>
<input type="checkbox"/> <b>ODSTRCIL, DEBBIE</b> dodstrcil@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [ ]	<input type="checkbox"/>
<input type="checkbox"/> <b>REICHERT, LISA</b> lreichert@geos.tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> [ ]	<input checked="" type="checkbox"/>
<input type="checkbox"/> <b>STARK, DEBRA</b> stark@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [ ]	<input type="checkbox"/>