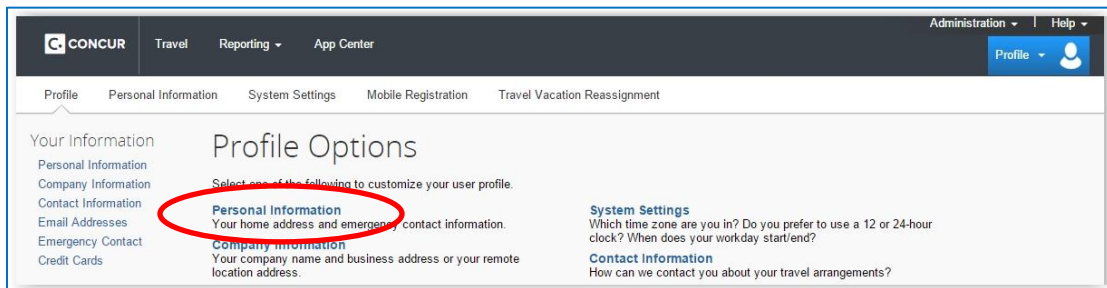
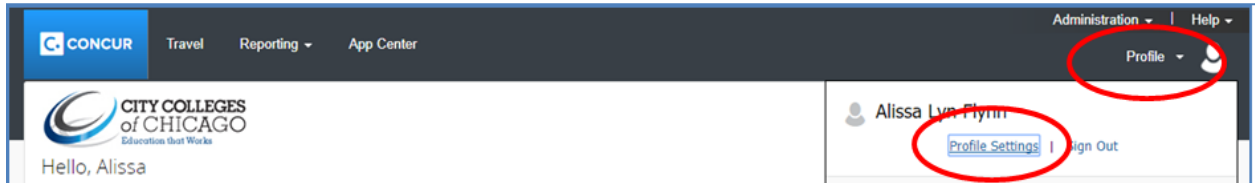


# Concur Online Travel Booking Tool: Completing Your Profile

Prior to being assigned as a Travel Assistant or booking travel you must complete your **Concur Travel Profile**.

1. Access your profile information by following the path below:
  - Select the **Profile** dropdown > **Profile Settings** > **Personal Information**

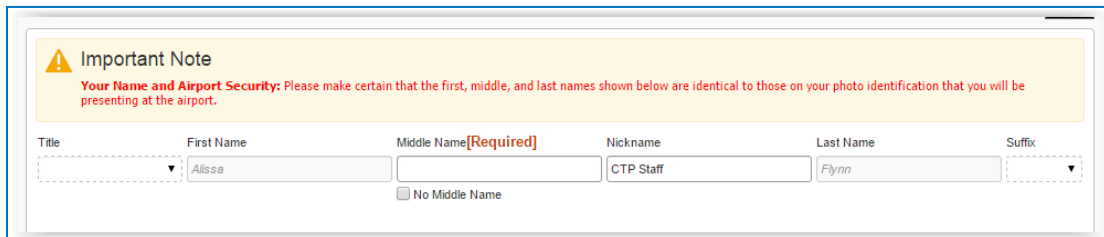


2. Complete each section of your profile, then select any of the **Save** options.

The remainder of this document will look at each profile section in detail, highlighting important fields and information.

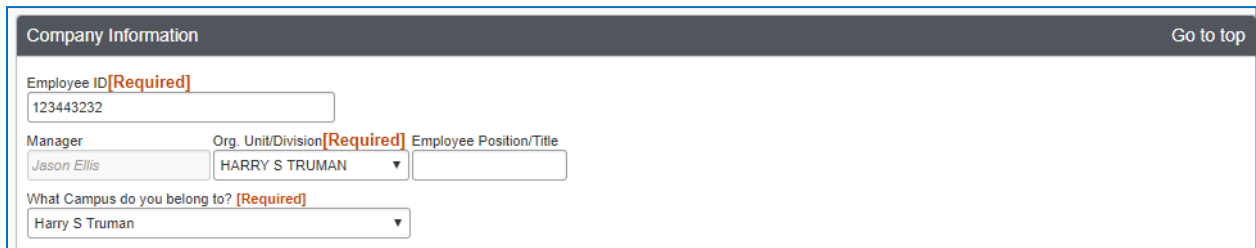
## Name:

Verify that this information appears as it does on your government issued photo ID.

A screenshot of the 'Name' configuration form. At the top, there is a yellow 'Important Note' box with a warning icon. The note reads: 'Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on your photo identification that you will be presenting at the airport.' Below the note, there are input fields for 'Title', 'First Name', 'Middle Name [Required]', 'Nickname', 'Last Name', and 'Suffix'. The 'First Name' field contains 'Alissa', the 'Middle Name' field is empty, the 'Nickname' field contains 'CTP Staff', and the 'Last Name' field contains 'Flynn'. There is a 'No Middle Name' checkbox which is unchecked.

## Company Information:

Enter your **Employee ID**, **Org. Unit/Division** and **Campus**.

A screenshot of the 'Company Information' form. The form has a title bar 'Company Information' and a 'Go to top' link. The form contains several input fields: 'Employee ID [Required]' with the value '123443232', 'Manager' with the value 'Jason Ellis', 'Org. Unit/Division [Required]' with a dropdown menu showing 'HARRY S TRUMAN', 'Employee Position/Title' which is empty, and 'What Campus do you belong to? [Required]' with a dropdown menu showing 'Harry S Truman'.

## Work Address:

The work address fields are optional.

The screenshot shows a form titled "Work Address" with a "Go to top" link in the top right corner. The form contains the following fields: "Company Name" (with "FishTech Labs LLC" entered), "Assigned Location" (a dropdown menu with "Please choose a company location." selected), "Street" (a text input field), "City" (a text input field), "State/Province/Region" (a text input field), "Postal Code" (a text input field), and "Country" (a dropdown menu). There is also a checkbox labeled "Address same as assigned location" next to the Street field.

## Home Address:

The home address fields are optional.

The screenshot shows a form titled "Home Address" with a "Go to top" link in the top right corner. The form contains the following fields: "Street" (a text input field), "City" (a text input field), "State/Province/Region" (a text input field), "Postal Code" (a text input field), and "Country" (a dropdown menu with "United States of America" selected). A "Save" button is located at the bottom center of the form.

## Contact Information:

You must specify at least one **Phone; Work or Home.**

The screenshot shows a form titled "Contact Information" with a "Go to top" link in the top right corner. The form contains the following fields: "Work Phone [Required\*\*]" (a text input field), "Work Extension" (a text input field), "Work Fax" (a text input field), "2nd Work Phone/Remote Office" (a text input field), "Home Phone [Required\*\*]" (a text input field), "Pager" (a text input field), "Other Phone" (a text input field), and "Mobile Phone" (a dropdown menu). A "Send Test Message" button is located next to the Mobile Phone field. A red note at the bottom states: "\*\*You must specify either a home phone or a work phone."

## Email Addresses:

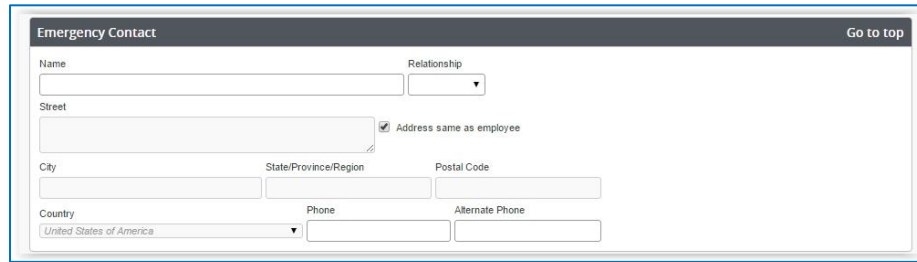
This field allows you to **Add an email address** (as many as you want) allowing you to share copies of your travel itineraries.

The screenshot shows a form titled "Email Addresses" with a "Go to top" link in the top right corner. The form contains the following elements: a message "Please add at least one email address.", a link "How do I add an email address?", a red link "[+] Add an email address", and a table with one row of email address information.

Email 1	Contact?
aflynn@ctp-travel.com	Yes

## Emergency Contact:

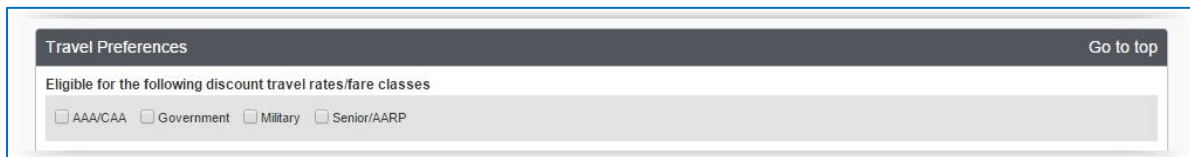
Emergency contact information is optional.



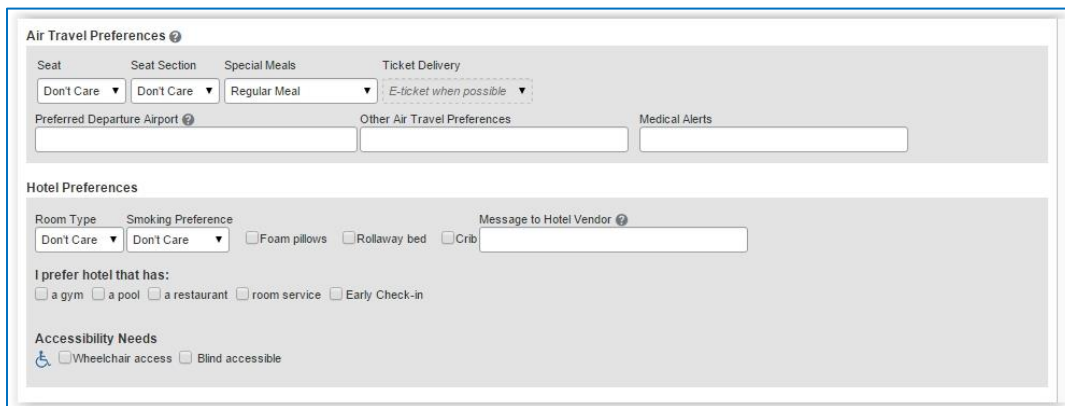
The screenshot shows a form titled "Emergency Contact" with a "Go to top" link in the top right corner. The form contains the following fields: Name (text input), Relationship (dropdown menu), Street (text input), a checked checkbox for "Address same as employee", City (text input), State/Province/Region (text input), Postal Code (text input), Country (dropdown menu, currently showing "United States of America"), Phone (text input), and Alternate Phone (text input).

## Travel Preferences:

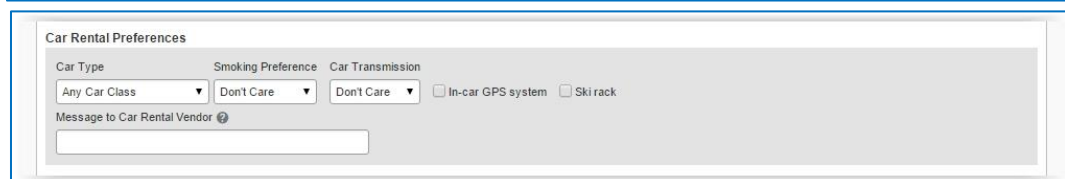
This section allows you to set default travel preferences for Discounts, Car Rentals, Air Travel, Hotel, and Frequent-Traveler Programs.



The screenshot shows a form titled "Travel Preferences" with a "Go to top" link in the top right corner. Below the title, it says "Eligible for the following discount travel rates/fare classes" and lists four checkboxes: AAA/CAA, Government, Military, and Senior/AARP.

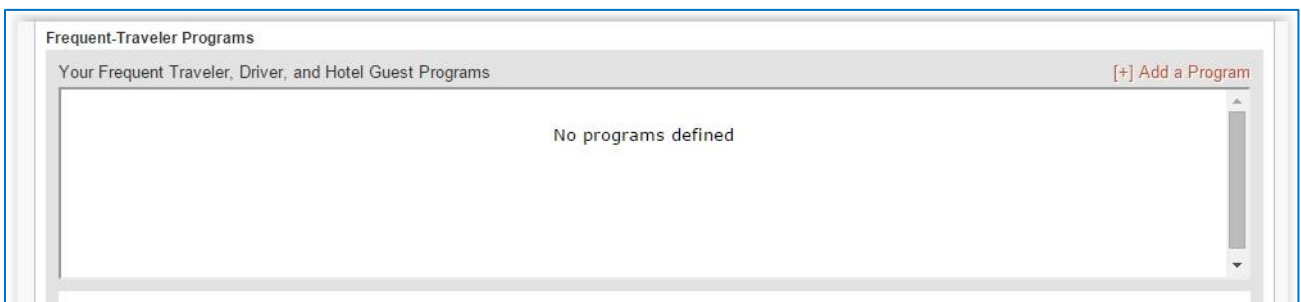


The screenshot shows a form titled "Air Travel Preferences" with a help icon. It contains several sections: "Seat" (Seat, Seat Section, Special Meals, Ticket Delivery) with dropdown menus for "Don't Care", "Regular Meal", and "E-ticket when possible"; "Preferred Departure Airport" (text input), "Other Air Travel Preferences" (text input), and "Medical Alerts" (text input); "Hotel Preferences" (Room Type, Smoking Preference, Foam pillows, Rollaway bed, Crib, Message to Hotel Vendor); "I prefer hotel that has:" (a gym, a pool, a restaurant, room service, Early Check-in); and "Accessibility Needs" (Wheelchair access, Blind accessible).



The screenshot shows a form titled "Car Rental Preferences". It contains fields for "Car Type" (dropdown menu, "Any Car Class"), "Smoking Preference" (dropdown menu, "Don't Care"), "Car Transmission" (dropdown menu, "Don't Care"), "In-car GPS system" (checkbox), and "Ski rack" (checkbox). There is also a "Message to Car Rental Vendor" text input field.

To enter **Frequent-Traveler Program** information, Select **Add a Program**. Once you have added frequent traveler information it will be present within all of the bookings made in Concur or with an agent.



The screenshot shows a form titled "Frequent-Traveler Programs". It has a sub-header "Your Frequent Traveler, Driver, and Hotel Guest Programs" and a link "[+] Add a Program" in the top right corner. The main content area displays "No programs defined".

To **Add Travel Program** information, select the program type (air/car/hotel), select the vendor and enter the number.

**Add Travel Programs**

Please enter programs EXACTLY as they appear on your card, excluding spaces and dashes. Do not add any additional characters. Do not include the carrier code. If you enter a program incorrectly, you will get a profile error from the reservation system. For example, if your card is printed "AA12345" or "John Doe/12345", your program number is "12345".

The page allows you to enter up to 5 travel programs at a time. First, select the type of program (carrier name, car rental, or hotel). Then, select the name of the company from the adjacent list. Finally, enter the program number (frequent traveler number, etc.).

1  Air/Rail  Car  Hotel Select a carrier  Frequent Traveler / Driver/ Guest Number Search this vendor

2  Air/Rail  Car  Hotel Select a carrier  Frequent Traveler / Driver/ Guest Number Search this vendor

3  Air/Rail  Car  Hotel Select a carrier  Frequent Traveler / Driver/ Guest Number Search this vendor

4  Air/Rail  Car  Hotel Select a carrier  Frequent Traveler / Driver/ Guest Number Search this vendor

5  Air/Rail  Car  Hotel Select a carrier  Frequent Traveler / Driver/ Guest Number Search this vendor

**Unused Tickets** and **Southwest Ticket Credits** will be located here.

**Unused Tickets**

**Southwest Ticket Credits**

[\[+\] Add Ticket Credit](#)

**Gender** and **Date of Birth** are both required components for **TSA Secure Flight**. If you have a Redress, TSA Pre-check, or Known Traveler number, add it here.

**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 security 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]**  Male  Female Date of Birth (mm/dd/yyyy) **[Required]**  DHS Redress No.  TSA Pre  Known Traveler Number

## International Travel: Passports and Visas

If applicable, Passport and Visa information may be added to this section.

**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](#)

## Assistants and Travel Arrangers:

This section is where you can assign a **Travel Assistant/Arranger**. Select **+Add an Assistant** for each assistant you wish to assign.

## Credit Cards:

This section is where you will enter your credit card details. **Note:** Please be sure to select what you want this card to be defaulted for; **Plane Tickets, Rail Tickets, Car Rentals, Hotel Reservations.**

**Note:** To Activate E-Receipts – Access the **Profile Options** page and select **E-Receipt Activation**. From the **E-Receipt Activation Page**, select **E-Receipt Activation**. Read the **E-Receipt Activation and Use Agreement** and select **I Accept**.