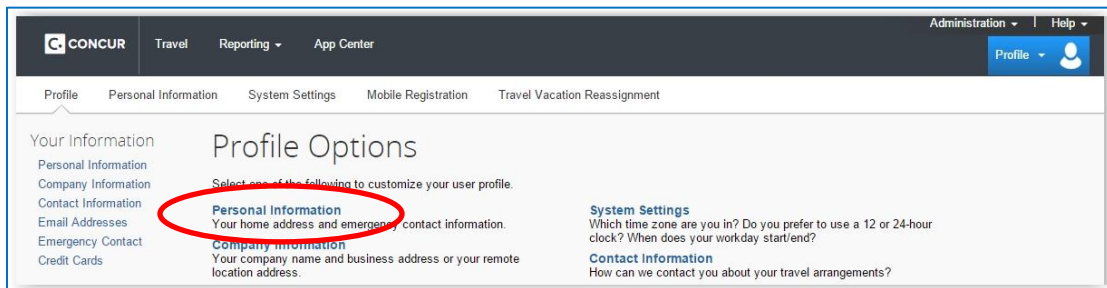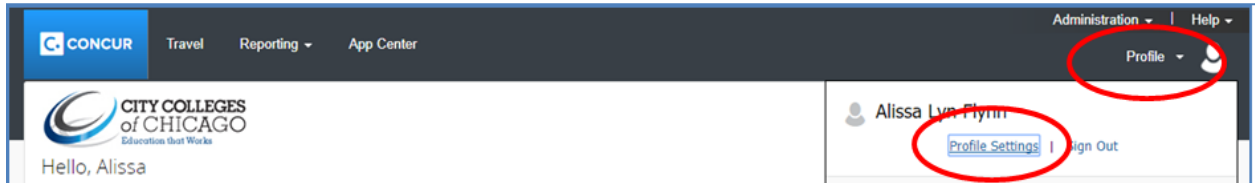# Concur Online Travel Booking Tool: Completing Your Profile

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:
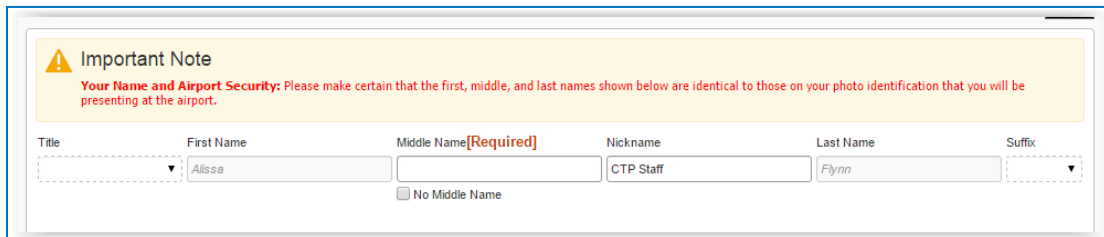   - Select the **Profile** dropdown > **Profile Settings** > **Personal Information**

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.
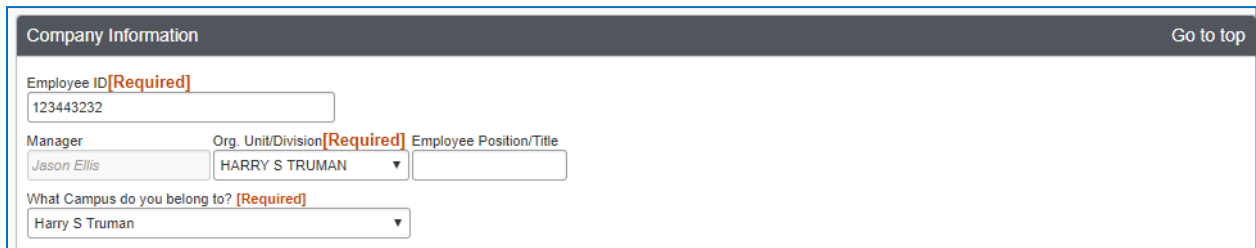
Name:

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

Company Information:

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

Work Address:

The work address fields are optional.

Home Address:

The home address fields are optional.

Contact Information:

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

Email Addresses:

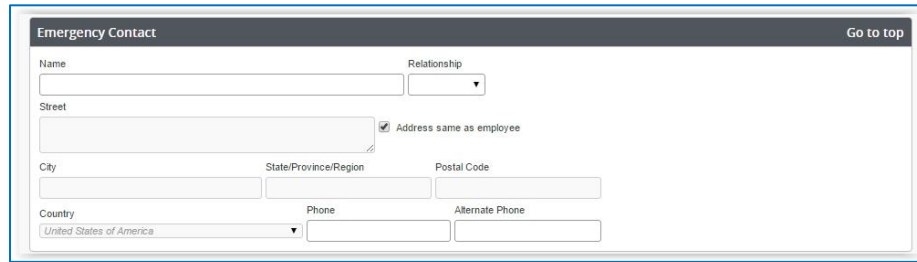This field allows you to **Add an email address** (as many as you want) allowing you to share copies of your travel itineraries.
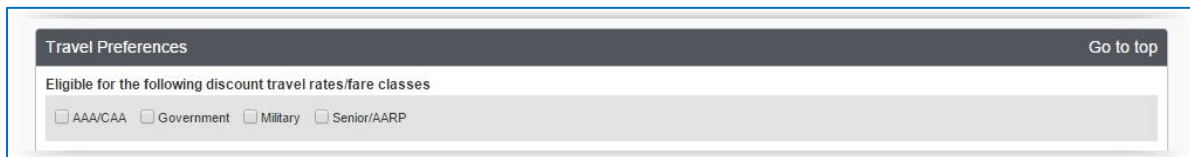
Emergency Contact:

Emergency contact information is optional.
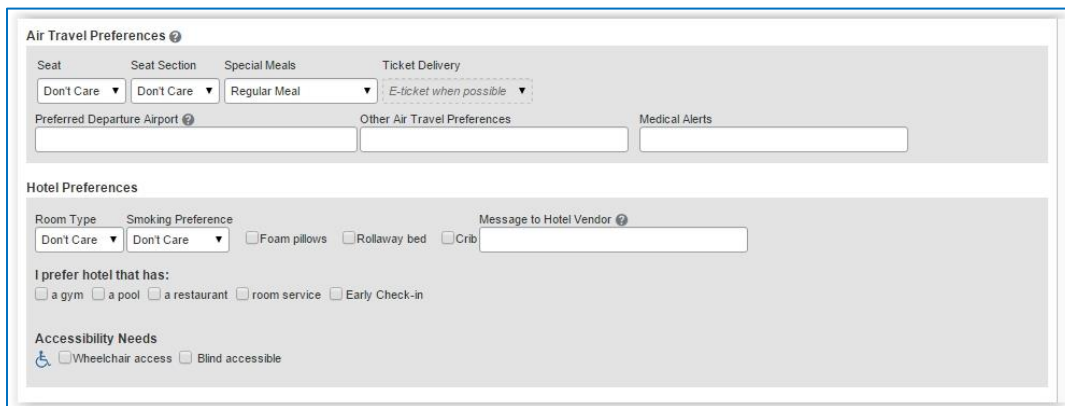
Travel Preferences:

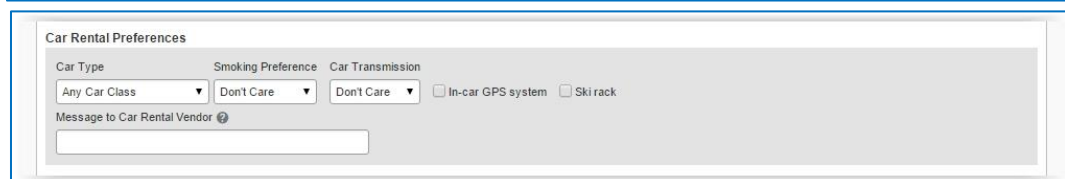This section allows you to set default travel preferences for Discounts, Car Rentals, Air Travel, Hotel, and Frequent-Traveler Programs.

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.

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

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

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.

International Travel: Passports and Visas

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

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. <u>Note</u>: Please be sure to select what you want this card to be defaulted for; **Plane Tickets**, **Rail Tickets**, **Car Rentals**, **Hotel Reservations**.

<u>Note:</u> 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**.