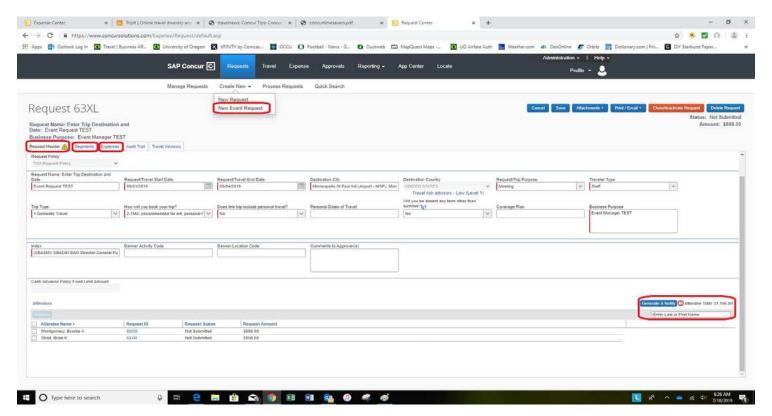
## Good Morning Concur users:

Concur Travel and Expense has a number of time saving features. Last week we explored the Copy feature. Today's tip explains "Event Manager", which allows you to make one Request for many employees going on the same trip.

Contact the travel office to turn on **Event Manager** permissions in your Concur profile.

Once you have Event Manager turned on in your profile, go to the black navigation bar at the top of the Concur homepage working in your own profile, click on Request, Create New and see that you now have a "New Event Request" option. Click on New Event Request and create a travel Request, adding trip details in the Header tab, Segments tab: Air, Car, Hotel as needed, and any additional expenses on the Expenses tab. Go to the bottom right where the Generate & Notify location lives and start typing in names of your travelers, selecting from the results. Be sure to include your own name if you are a traveler and need your own Request to travel. (Otherwise you will be listed as simply the host and you will not see a Submit Request option.)



Continue to add your Travelers by typing in their name in the box. You should see your list of travelers under the Attendees section. Once your name list is complete, click Generate & Notify button again to send the Request to each traveler's Concur profile. Travelers will receive an email notification to log into Concur, review their Request and Submit for approval. You may add additional travelers at a later time as needed.

