

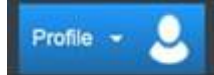
## Concur Profile for New Employees-

Important: New employees must be assigned a Travel Management Company (TMC) for their Concur profile to look and work correctly. Please contact the Travel Office at [travel@uoregon.edu](mailto:travel@uoregon.edu) to assign their TMC and set up approvers.

### Personalize your Profile –

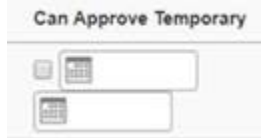
There are features in your Concur profile that will make your Concur experience more efficient and for your information to flow back and forth to travel vendors.

Log into to Concur and click on the blue Profile button.



- **Verify your Concur profile shows your legal name EXACTLY as it appears on your government issued ID. This information transmits to your airline bookings in Concur. If this is not correct, you may be turned away at the airport.**
- Update the mandatory fields –
  - Work phone or Home phone
  - Mobile phone (in case of flight delays or cancellations, emergency situations.)
  - Email – should be your @UOregon.edu address
    - “Verify” your email address to have itineraries and reservation confirmations populate your Trip Library, and to receive receipt images to your Receipt Gallery. (Screenshot?)
  - Emergency Contact info
- Update your travel preferences
- Enter Passport info – if applicable. Concur will alert you when it’s time to renew.
- Add a Travel Assistant/Arranger
  - Click “Can Book Travel” and/or “Is my Primary Assistant for Travel”. Primary Assistant role can only be given to one of your travel arrangers. This person receives travel related emails on your behalf.

- Add Delegates
  - Delegates can prepare your Travel Requests and Expense Reports.
    - Click the boxes for “Can Prepare” and “Receives Emails”
  - Travelers must submit their own reports – this is your certification signature
- Pro tip – If you are an approver and require a backup when you will be unavailable – you can assign a delegate to Temporarily or always be your back up Approver.



- This should only be done on a limited basis and is not to replace assignment of regular approvers.
- The approval delegate should not be able to prepare Requests and Reports for someone they can approve for. Not sure this is correct...you can approve a report you created. But you cannot approve your own travel. I misunderstanding...please run this past Brooke for another set of eyeballs and non-exhausted brain. 😊