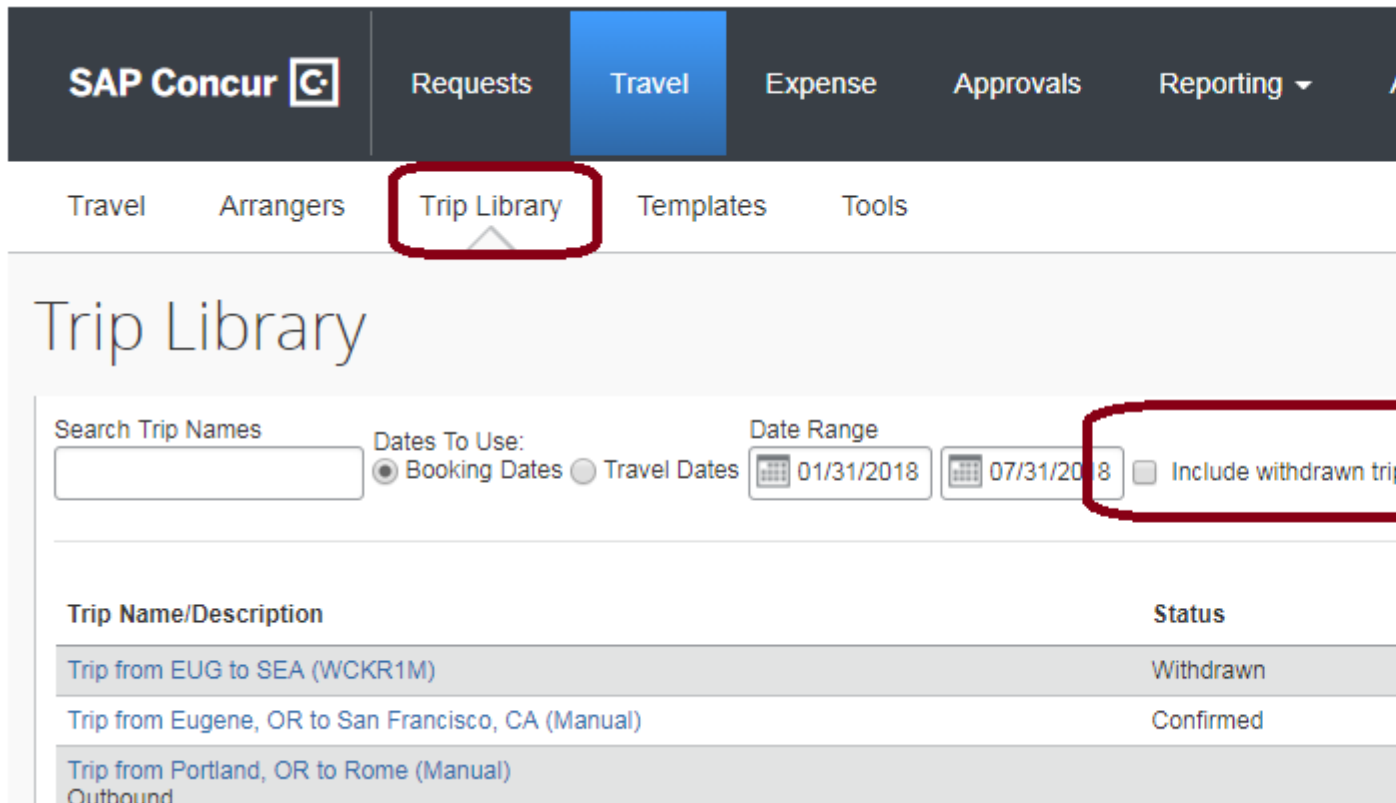


Subject: ConcurTips: Trip Library

Trip Library shows Past and Upcoming Trips. To access your Trip Library, select the "Travel" button from the top banner, click on "Trip Library."

From the Trip Library, you may search by the name of your trip (if you assigned it at the time of booking), by booking dates, or travel dates. You also have the option to view any trips that were withdrawn (i.e. the trip was canceled or the booking process was not completed).



The screenshot shows the SAP Concur interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel' (highlighted in blue), 'Expense', 'Approvals', and 'Reporting'. Below this, a secondary navigation bar contains 'Travel', 'Arrangers', 'Trip Library' (circled in red), 'Templates', and 'Tools'. The main content area is titled 'Trip Library' and features a search section with a text input for 'Search Trip Names', radio buttons for 'Dates To Use' (selected: Booking Dates, unselected: Travel Dates), a 'Date Range' section with two date pickers (01/31/2018 and 07/31/2018), and a checkbox for 'Include withdrawn trips' (circled in red). Below the search section is a table with the following data:

Trip Name/Description	Status
Trip from EUG to SEA (WCKR1M)	Withdrawn
Trip from Eugene, OR to San Francisco, CA (Manual)	Confirmed
Trip from Portland, OR to Rome (Manual) Outbound	

As a delegate you need to be assigned the role of **Travel Assistant/Arranger** to see the Trip Library for the person for whom you are a delegate.

SAP Concur Requests Travel Expense Approvals Reporting

Profile Personal Information System Settings Concur Mobile Registration Concur Mo

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

Profile Options

Select one of the following to customize your user profile.

- Personal Information**
Your home address and emergency contact information.
- Company Information**
Your company name and business address or your remote location address.
- Credit Card Information**
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.
- E-Receipt Activation**
Enable e-receipts to automatically receive electronic receipts from participating vendors.
- Travel Vacation Reassignment**
Going to be out of the office? Configure your backup travel manager.
- Request Preferences**
Select the options that define when you receive email notifications

Conference Hotel confirmations or other reservations booked outside of Concur can be emailed to Plans@Concur.com to sync up in the traveler's Trip Library. If you are a delegate, be sure to enter your traveler's uoregon.edu email address in the subject line so the reservation confirmation finds their profile. (For successful transmission, check both traveler and delegate Concur profile settings to be sure you have "Email Verified" and be sure you are set up as the Travel Assistant/Arranger.)

Email Addresses

Please add at least one email address.

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

	Email Address	Verification Status	Verify
Email 1	lajacoby@uoregon.edu	 Verified	Disable Verification
Email 2	laurie.jacoby@concur.net	 Verified	Disable

Reminder: We are planning a Concur training for reports and data lookups to be scheduled in August. Please email me any report or data-pull ideas you may require so that we can tailor the workshop to you.

Have a nice week,

Laurie Jacoby
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