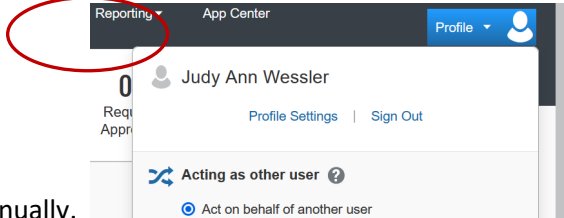**PROFILE SETTINGS**

Your Concur Employee Profile menu is located in the top black menu in the right-hand corner. It contains some default information downloaded from Colleague HR, and some fields you will need to enter manually.

Please review your Profile Settings and input necessary information. Your Profile Settings allow for your default GLs to populate Requests and Expense Reports, integrates with Concur's CA Travel Store for booking flights and hotels, including airline mileage programs and preferences. This is also where you will assign one or more Delegates who can input Requests and Expense Reports or preview items in your Approval queue. You can also assign a temporary Delegate Approver to approve items for you while you're on vacation.

Please use your work email as the main email address and be sure to VERIFY EMAIL in order to automatically upload receipts to your Concur accounts from your work email address.

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
Request Preferences
Request Approvers
Favorite Attendees

Expense Settings

Expense Information
Expense Delegates
Expense Preferences
Expense Approvers
Favorite Attendees

Other Settings

E-Receipt Activation
System Settings
Connected Apps
Concur Connect
Change Password
Travel Vacation Reassignment
Concur Mobile Registration

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. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Change Password
Change your password.

System Settings
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information
How can we contact you about your travel arrangements?

Setup Travel Assistants
You can allow other people within your companies to book trips and enter expenses for you.

Travel Profile Options
Carrier, Hotel, Rental Car and other travel-related preferences.

Expense Delegates
Delegates are employees who are allowed to perform work on behalf of other employees.

Expense Preferences
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Concur Mobile Registration
Set up access to Concur on your mobile device

You can also download the Mobile App to your phone and turn on E-receipts so vendors can send receipts and invoices directly to your Concur account.