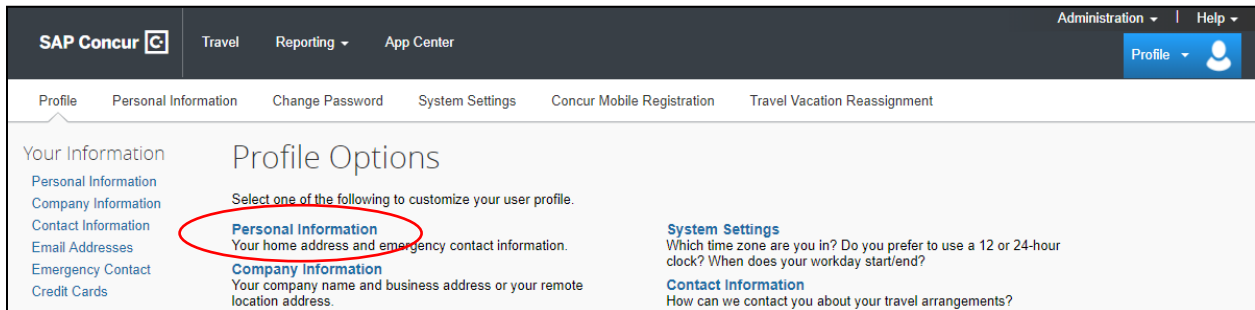


Concur Online Travel Booking Tool: Completing Your Profile

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.

Important Note
Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name	Middle Name	Nickname	Last Name	Suffix
<input type="text"/>	<input type="text" value="Alissa"/>	<input type="text" value="Lyn"/>	<input type="text" value="CTP Staff"/>	<input type="text" value="Flynn"/>	<input type="text"/>

Company Information:

Verify your Employee ID and Manager information.

Company Information Go to top

Employee ID	<input type="text"/>
Manager	<input type="text" value="Jason Ellis"/>
Employee Position/Title	<input type="text" value="CTP Staff"/>

Work Address/Home Address:

The work address and home address fields are optional.

Work Address Go to top

Company Name: Assigned Location:

Street: Address same as assigned location

City: State/Province/Region:

Postal Code: Country:

Home Address Go to top

Street:

City: State/Province/Region:

Postal Code: Country:

Contact Information:

Specify at least one **Phone; Work or Home.**

Contact Information Go to top

Work Phone **[Required**]**: Work Extension: Work Fax: 2nd Work Phone/Remote Office:

Home Phone **[Required**]**:

Pager: Other Phone:

Mobile Phone Country: Mobile Phone **[Required**]**:

****You must specify either a home phone or a work phone.**

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.

Email Addresses Go to top

Please add at least one email address.

[▶ How do I add an email address?](#)

Email Address	Verify	Contact?	Actions
Email 1 aflynn@ctp-travel.com		Yes	<input type="button" value="✎"/>

Emergency Contact:

Emergency contact information is optional.

Emergency Contact Go to top

Name Relationship

Street Address same as employee

City State/Province/Region Postal Code

Country Phone Alternate Phone

Travel Preferences:

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

Travel Preferences Go to top

Eligible for the following discount travel rates/fare classes

AAA/CAA Government Military Senior/AARP

Air Travel Preferences [?](#)

Seat Seat Section Special Meals Ticket Delivery

Preferred Departure Airport [?](#) Medical Alerts

Hotel Preferences

Room Type Smoking Preference

Accessibility Needs

Wheelchair access Blind accessible

Car Rental Preferences

Car Type Smoking Preference Car Transmission

To enter **Frequent-Traveler Program** information, Select **Add a Program**. Once you have added frequent traveler information into your profile it will be appended to all of your bookings made in Concur or with an agent.

The screenshot shows two sections of a user profile. The top section is titled "Frequent-Traveler Programs" and contains a sub-header "Your Frequent Traveler, Driver, and Hotel Guest Programs" with an "Add a Program" button. Below this is a large empty box with the text "No programs defined". The bottom section is titled "Advantage Programs" and contains a sub-header "Your Advantage Programs for Travel Discounts" with an "Add a Program" button. Below this is another large empty box with the text "No programs defined".

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

The "Add Travel Programs" form includes an information box with the following text: "Please enter programs EXACTLY as they appear on your card, excluding spaces and dashes. Do not add any additional characters. Do not include the carrier code. If you enter a program incorrectly, you will get a profile error from the reservation system. For example, if your card is printed 'AA12345' or 'John Doe/12345', your program number is '12345'." Below the information box, a paragraph states: "The page allows you to enter up to 5 travel programs at a time. First, select the type of program (carrier name, car rental, or hotel). Then, select the name of the company from the adjacent list. Finally, enter the program number (frequent traveler number, etc.)."

The form contains five identical rows for adding programs, numbered 1 through 5. Each row has three main input areas:

- Program Type:** A vertical stack of three radio buttons with icons for Air/Rail (airplane), Car (car), and Hotel (bed). The first radio button is selected in each row.
- Air/Rail Carrier:** A dropdown menu with the text "Select a carrier".
- Frequent Traveler / Driver/ Guest Number:** A text input field.
- Search this vendor:** A checkbox that is checked in each row.

At the bottom of the form are two buttons: "Save" and "Cancel".

Unused Tickets and Southwest Ticket Credits will be listed within your profile.

Unused Tickets

Southwest Ticket Credits

[+ Add Ticket Credit](#)

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.

TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at WWW.TSA.GOV.

Gender **[Required]** Date of Birth (mm/dd/yyyy) **[Required]** DHS Redress No. **TSA Pre** Known Traveler Number

Male Female

International Travel: Passports and Visas:

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

International Travel: Passports and Visas [Go to top](#)

Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.

Passports [+ Add a Passport](#)

I do not have a passport

International Visas [+ Add a Visa](#)

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.

Assistants and Travel Arrangers [Go to top](#)

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Refuse Self Assigning Assistants

Your Assistants and Travel Arrangers [+ Add an Assistant](#)

You currently have no assistants defined.

Add an Assistant

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Assistant

Can book travel for me

Is my primary assistant for travel*

*Individuals/Groups with no work phone number in their profile cannot be designated as primary assistant for travel.

Credit Cards:

This section is where you will enter your credit card details. **Note:** Please be sure to select options under **Use this card as the default for; Plane Tickets, Rail Tickets, Car Rentals, Hotel Reservations.**

Credit Cards Go to top

You currently have the following credit cards saved with your profile.

[+ Add a Credit Card](#)

	Test Card	***1111	Exp: 04/2020		
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Add a Credit Card * Required

Enter the appropriate information for the credit card you'd like to use below. Use the "Display Name" field to label the card so you can easily identify and select it when using features that require a credit card transaction.

Display Name (e.g., My Corporate Card) * Your name as it appears on this card *

Card Type * Credit Card Number * Expiration Date *

Use this card as the default card for:

Plane Tickets Rail Tickets Car Rentals Hotel Reservations

Billing Address

Enter the billing address for this credit card below. If this is a personal credit card, the billing address will typically be your home address. If it's a company card, the billing address might be your company address. The billing address must be the address where the bills for this card are currently delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions. Your credit card may be declined if your billing address is inaccurate. Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street * Tip: If you complete your personal profile, we'll fill in this address information for you each time you add a new card.

City * State * Zip/Postal Code *

Country *