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.

   **Company Information:**
   Verify your Employee ID and Manager information.
**Work Address/Home Address:**
The work address and home address fields are optional.

**Contact Information:**
Specify at least one Phone; Work or Home.

**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.
**Emergency Contact:**
Emergency contact information is optional.

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

To **Add Travel Program** information, select the program type (air/car/hotel), select the vendor and enter the number.
Unused Tickets and Southwest Ticket Credits will be listed within your profile.

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.

International Travel: Passports and Visas:
If applicable, Passport and Visa information may be added to this section.

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.
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.**