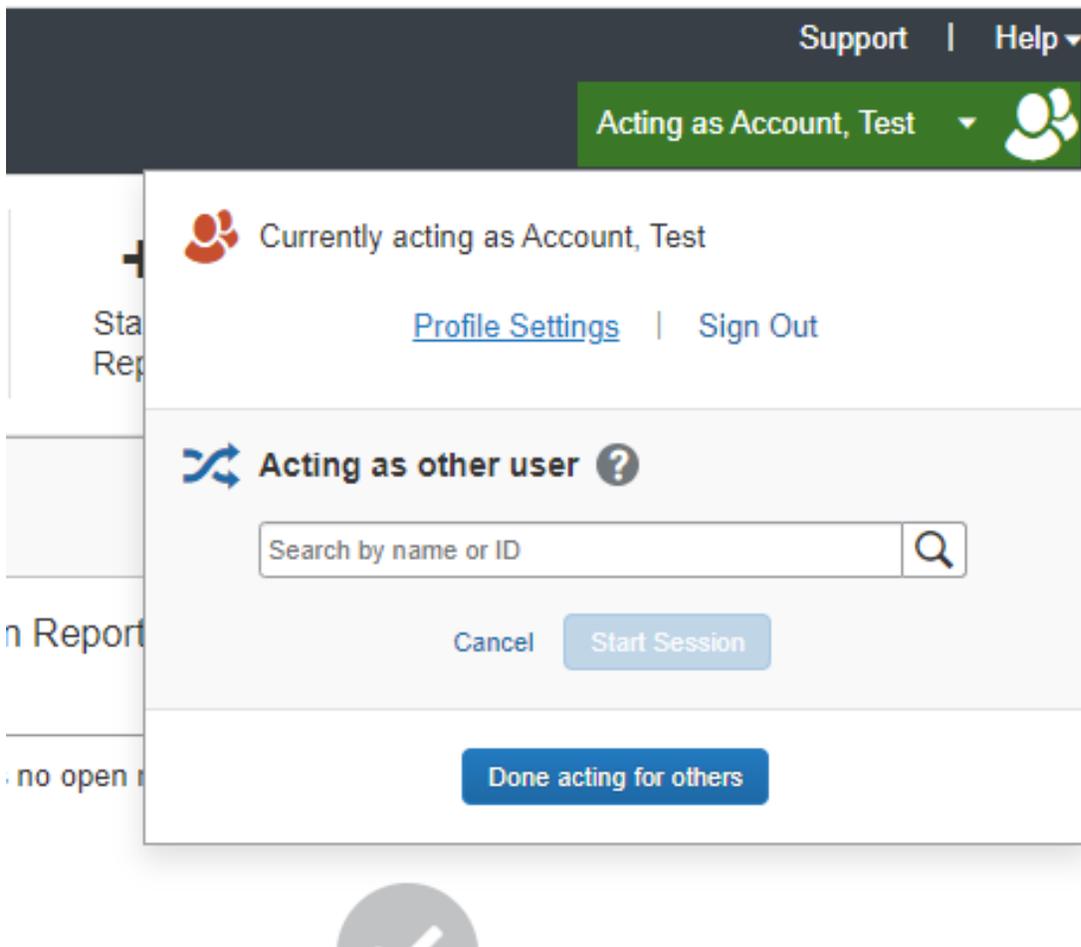




Updating Travel Profile in Concur

From your Travel profile, you can update information such as your personal and company information, and credit card information. You can update your Travel Settings, including travel preferences for upcoming trips, and add an assistant to help you book your travel.

To access your Travel profile, from the SAP Concur home page, click Profile, and then click Profile Settings.





You will find the most common profile tasks on the Profile Options page. You can also use the menus on the left to select a setting to update.

Personal Information

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

Expense Settings

- Expense Information
- Expense Preferences
- Expense Approvers
- Company Car
- Favorite Attendees

Other Settings

- System Settings

Profile Options

Select one of the following to customize your user profile.

Personal Information
Personal Information

E-Receipt Activation
Enable e-receipts to automatically receive electronic receipts from participating vendors.

Company Car
Company Car

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

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?

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.

Change Password
Change your password.

Click Personal Information. In the My Profile – Personal Information section, make sure that the first, middle, and last names shown are identical to those on the photo identification that you will be presenting at the airport. If it is incorrect, contact Project Coordinator Logan Kilduff if it needs to be updated.

My Profile - Personal Information

Jump To: Personal Information Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

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 [Required] | Nickname | Last Name | Suffix |
|----------------------|-----------------------------------|---|----------------------|--------------------------------------|----------------------|
| <input type="text"/> | <input type="text" value="Test"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="Account"/> | <input type="text"/> |
| | | <input type="checkbox"/> No Middle Name | | | |



Scroll down and verify your Work and Home Address, and your Contact Information (required fields are labeled in red).

Work Address Go to top

Company Name: National District Attorneys A
Assigned Location: Please choose a company location. ▼

Street: Address same as assigned location

City: State/Province:

Postal Code: Country/Region: United States of America ▼

[Save](#)

Home Address Go to top

Street:

City: State/Province:

Postal Code: Country/Region: United States of America ▼

[Save](#)

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/Region: Mobile Phone:

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

[Save](#)



In the Email Addresses section, verify your email addresses. Click Add an email address to add any additional email addresses that you will need to use. Complete the Emergency Contact fields, as needed.

Email Addresses Go to top

Please add at least one email address.

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

[+ Add an email address](#)

| Email Address | Verify | Contact? | Actions |
|--------------------------|--------------|----------|---------|
| Email 1 test@ndaa.org | Not Verified | Yes | |

Emergency Contact Go to top

Name Relationship

Street Address same as employee

City State/Province Postal Code

Country/Region Phone Alternate Phone

United States of America

[Save](#)



Continue scrolling down to the Travel Preferences section. Under Frequent-Traveler Program, click Add a Program to add your frequent flyer programs. NDAA will book your hotel room at the training location. Rental Cars are not reimbursed without written approval prior to booking the car.

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 |
|---|---|---|---|
| <input type="text" value="Don't Care"/> | <input type="text" value="Don't Care"/> | <input type="text" value="Regular Meal"/> | <input type="text" value="E-ticket when possible"/> |

Preferred Departure Airport [?](#)

Medical Alerts

Hotel Preferences

| Room Type | Smoking Preference |
|---|---|
| <input type="text" value="Don't Care"/> | <input type="text" value="Don't Care"/> |

Foam pillows

I prefer hotel that has:

a gym a pool a restaurant room service Early Check-in

Accessibility Needs

Wheelchair access Blind accessible

Car Rental Preferences

| Car Type | Smoking Preference | Car Transmission |
|--|---|--|
| <input type="text" value="Any Car Class"/> | <input type="text" value="Don't Care"/> | <input type="text" value="Automatic"/> |

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs [+ Add a Program](#)

No programs defined

Advantage Programs

Your Advantage Programs for Travel Discounts [+ Add a Program](#)

No programs defined



In the TSA Secure Flight section, verify the required Gender and Date of Birth fields. Complete the DHS RedressNo. and TSA Precheck Known Traveler Number fields, as needed. In the International Travel Passports and Visas section, add your passport or international visa information.

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 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

[Save](#)

Flights booked through SAP Concur will be charged to the NDAA credit card on file. You do not need to add a credit card. After you have completed your Travel Profile updates, click Save.