Completing Your Profile
Why Complete My Profile?

• To avoid re-entering information about yourself:
  – phone number, contacts, preferences credit card information, etc
• To sign up for safety and business alerts
• To authorize a travel arranger or assistant
• *Complete your profile after logging onto SAP Concur for the first time
• *Update your profile whenever your information changes
• Log into Concur > Profile > Profile Settings > Personal Information
Your Information

• Verify that your name *exactly* matches the photo ID you will use to travel
• **Company Information** – Review for accuracy.
• **Work Address** – Save any necessary changes.
• **Home Address** – This section is optional.
• **Contact Information** – *Either* a work or home phone number is required. You may enter both. You may register a mobile device to receive Safety and Business alerts.
• **Email Addresses** – Add and verify any email addresses that you or any will use to send receipts or travel itineraries to Concur.
• **Emergency Contact** – This section is optional, but encouraged.
Travel Information

• **Travel Preferences** – Select your preferences for airfare, hotel, and car rentals.

• **Frequent Traveler Programs** - Add any travel loyalty programs that you belong to.

• **My Travel Network** – Enroll to automatically connect to Concur Travel Partners.
  – Get e-receipts from participating programs, which will be waiting for you in Concur Expense.
  – Access your travel plans anytime on any device, using Concur or TripIt.

• **Advantage Programs** – Add program information for Amtrak Guest Rewards.

• **Unused Tickets** – If you have unused air tickets, you will see them here.

• **Southwest Ticket Credits** – You will see any Southwest ticket credits here.
Travel Information continued...

• **TSA Secure Flight** – Enter your DHS redress and/or TSA pre-check number(s) if applicable.

• **International Travel** – Enter your Passport or Visa number if you travel internationally.

• **Assistants and Travel Arrangers** – Add anyone who will be booking travel on your behalf.

• **Credit Cards** – Add your UD Credit Card information if applicable. Check the items that the card will be used for.
Questions?

- AskConcur@udel.edu
- udel.edu/procurement