Subject: [ion] travelnews: Concur ACTION STEP: Take 3 minutes to check these items in your Concur Profile settings
From: Vickie Braga <vbraga@uoneuro.uoregon.edu>
Date: 2/20/2019, 7:26 AM
To: ion@lists.uoregon.edu

Please work with your travelers to check these **profile settings** to facilitate communication with airlines for flight delays or cancelations, and to allow for itineraries and receipts to flow into the Concur profile:

1.) Go to the traveler’s Profile Settings and **add cell phone and/or home numbers** in “Personal Information”:

![Profile Settings Image]

2.) **Verify your uoregon email address** to facilitate the flow of information between you, the airlines, and your Concur profile.

![Email Addresses Image]

3.) **Activate E-Receipts.** Airline and partner vendor receipts will flow into your profile to be attached to your expenses:

![E-Receipts Image]
Thank you!

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** If your travel involves human subjects research, please do not disclose any information that is protected under UO Policy and other Regulations http://rcs.uoregon.edu/content/regulations-and-uo-policy

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