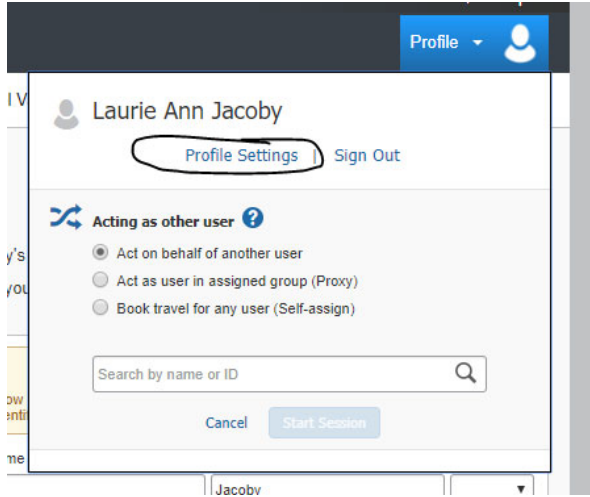


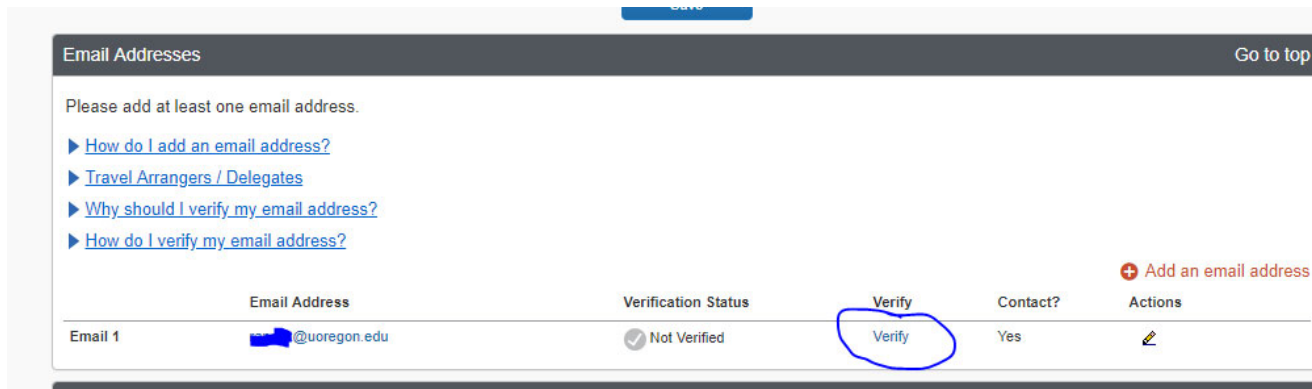
Subject: [ion] travelnews: Concur ACTION STEP: Take 3 minutes to check these items in your Concur Profile settings
From: Vickie Braga <vbraga@uoneuro.uoregon.edu>
Date: 2/20/2019, 7:26 AM
To: ion@lists.uoregon.edu

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":



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



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

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

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees

Other Settings

- E-Receipt Activation**
- System Settings
- Connected Apps
- Concur Connect
- Forgot Concur Mobile PIN
- Travel Vacation Reassignment
- Concur Mobile Registration
- I'm Assisting...

Profile Options

Select one of the following to customize your user profile.

Personal Information
Your home address and emergency contact information.

Company Information
Your company name and business address or your remote location address.

Credit Card Information
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

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

Travel Vacation Reassignment
Going to be out of the office? Configure your backup travel manager.

Request 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.

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?

Contact Information
How can we contact you about your travel arrangements?

Setup Travel Assistants
You can allow other people within your companies to book trips and enter expenses for you.

Travel Profile Options
Carrier, Hotel, Rental Car and other travel-related preferences.

Expense Delegates
Delegates are employees who are allowed to perform work on behalf of other employees.

Expense Preferences
Select the options that define when you receive email notification Prompts are pages that appear when you select a certain action, such as Submit or Print.

Thank you!



Laurie Jacoby
 Travel Manager
 Business Affairs Office
 University of Oregon
lajacoby@uoregon.edu
 541-346-3158

**** 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>**

Travel Office/Concur Help Desk: Phone: 6-3100 * Email: travel@uoregon.edu**

TravelNews Opt In for Travel and Concur tips: <https://lists-prod.uoregon.edu/mailman/listinfo/travelnews>

<https://lists.uoregon.edu/mailman/listinfo/ion>