

# Step-by-Step Guide

## Updating Your Profile in the Concur Travel & Expense System

### Why update your Concur Profile?

Your Profile within the Concur Travel & Expense System stores your personal information, some of which is required by the federal Transportation Security Administration (TSA) to fly. Your Concur Profile information will be referenced when you book a trip through Concur Travel or through Christopherson Business Travel (CBT).

### Who can update your Concur Profile?

Ultimately, you are in charge of your Concur Profile. The **required** information can be updated by yourself, your delegate, or your travel arranger. Some of the **optional** information can only be updated by yourself or your travel arranger – not by your delegate.

### Accessing Your Concur Profile

1. Begin by accessing Concur via [your campus portal](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **Concur Travel & Expense System** link.
2. From your Concur home page, click **Profile** (upper left corner of the screen).
3. Select the **Personal Information** area.

### Updating Your Concur Profile: **Required** Information

**Four pieces of information are required to use Concur Travel** – the remainder is at your discretion to complete. The first time you update your Concur Profile, you must ensure all four required pieces of information are complete **before** you save. You can then update and save each section separately as needed.

The four required pieces of information are:

1. **Your Name:** Verify that your name is correct, including your Middle Name and Suffix. This should match the government-issued photo ID – such as a driver's license or passport – you will present to airport security.

**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 (Required)	Middle Name (Required)	Nickname	Last Name (Required)	Suffix
	Charles	Mario		Martinet	VI
		<input type="checkbox"/> No Middle Name			

2. **Company Information:** Verify that your Employee ID and Manager appear correct. The individual listed as Manager will receive emails when your trips are booked. These fields are populated from HRMS and cannot be updated in Concur. Contact your Payroll Liaison to make changes in HRMS.

**Company Information**

Employee ID	Position/Title	Org. Unit/Division
200527		
Manager		
Leslie Damiano-Nittoli		

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3. **Contact Information:** Enter either a Work Phone or Home Phone. (Both are noted as required, but only one must be provided.)

Also, verify E-mail 1: It is populated from HRMS and cannot be updated in Concur. Contact your Payroll Liaison to make changes in HRMS. (Each e-mail address listed in this section will be sent emails of trip itineraries when trips are booked.)

4. **TSA Secure Flight:** Select your gender and enter your date of birth.

Once all four required pieces of information are complete, click **Save** at the bottom of this section to save changes to the required information.

## Updating Your Concur Profile: Optional Information

Completion of the rest of your Concur Profile is optional, but is recommended to streamline the travel booking process.

Use the **Travel Preferences** section to identify:

- Your air travel preferences such as seat (aisle or window), row (front or back of plane), and departure airport
- Your hotel preferences such as room type (king or queen bed), accessibility, and amenities
- Your car rental preferences such as car type (economy or mid-size) and car transmission (automatic or manual)

You can also enter your travel-related loyalty programs and favorite hotels. (You must first book a hotel through Concur before you can add it as a favorite hotel.)

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Use the **International Travel** section to identify your international travel information. Even though Concur can only be used to book domestic travel, this section is used by Christopherson Business Travel to obtain your passport and visa information when needed.

**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](#)

**International Visa** [+ Add a Visa](#)

Use the **Assistants and Travel Arrangers** section to identify your travel arrangers. Refer to the Step-by-Step Guide [Identifying Travel Arrangers](#) for further information.

**Assistants and Travel Arrangers** [Go to top](#)

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Refuse Self Assigning Assistants [?](#)

Your Assistants and Travel Arrangers [+ Add an Assistant](#)

<b>Damiano-Nittoli, Leslie M. (Primary Travel Asst.)</b>	Can book travel? <input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">✕</a>
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