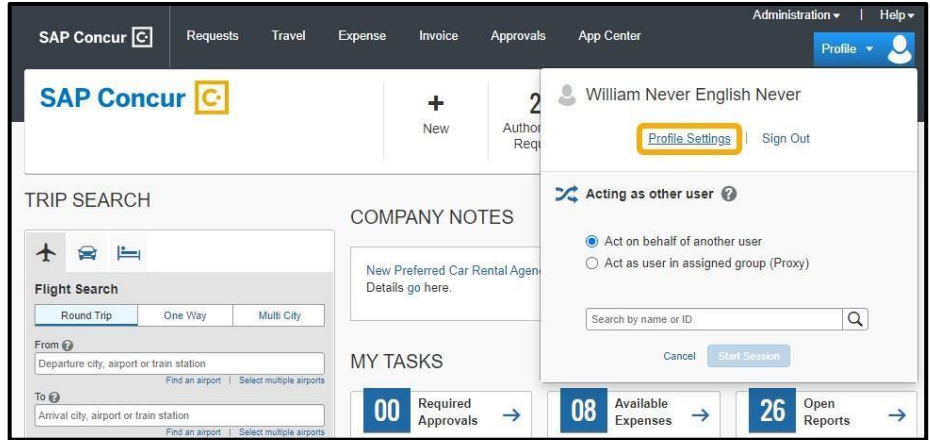


# Updating Your Travel Profile

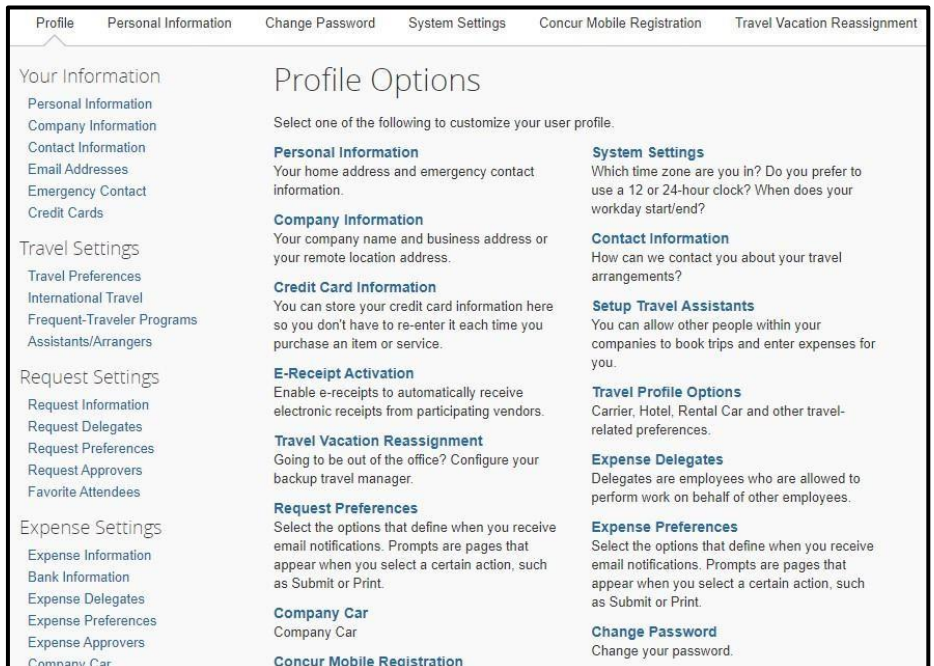
From your Travel profile, you can update information such as your personal and company information, and credit card information. You can update your Travel Settings, including travel preferences for upcoming trips, and add an assistant to help you book your travel.

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

2. Use the following sections to update your Travel profile:
  - Your Information - Review and update your personal information, contact information, and emergency

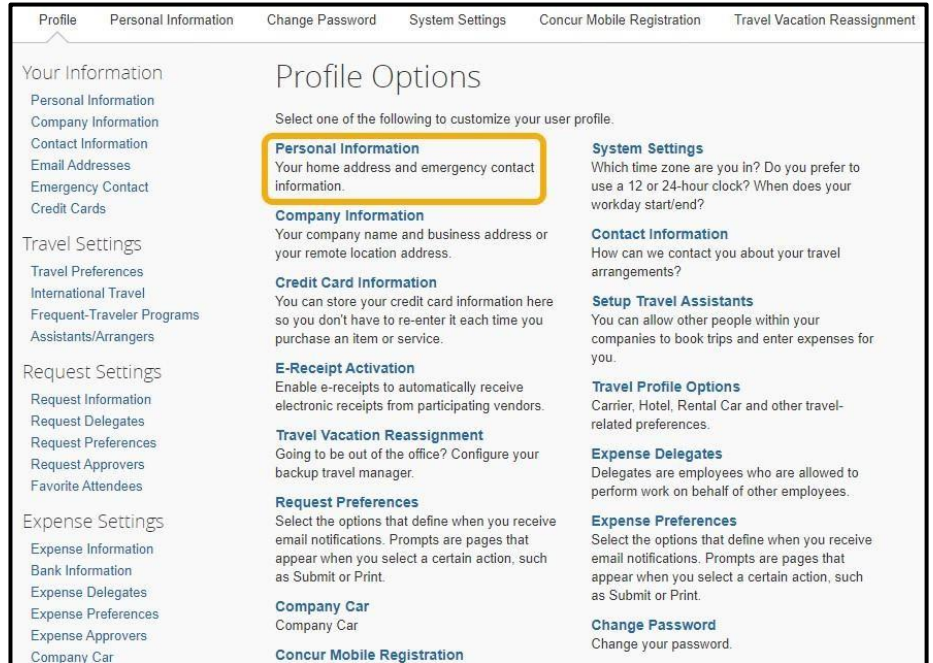


contacts. Verify your email addresses and add or update credit cards that are available to use for purchases.

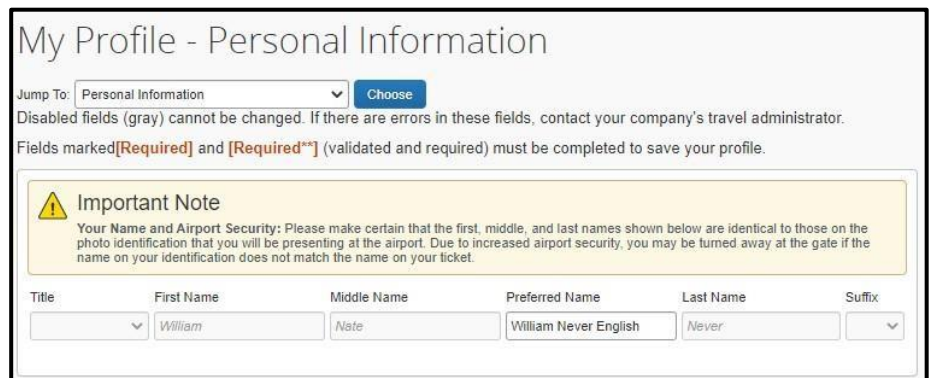
- Expense Settings - Add your travel preferences and frequent-traveler program information. Add assistants or arrangers that can book travel for you.
- Other Settings - Activate e-receipts, configure system settings, change your password, and register your mobile devices.

In the following example, you will verify your personal information.

3. Select Personal Information.



4. In the My Profile – Personal Information section, make sure that the first, middle, and last names shown are identical to those on the identification that you will be presenting at the airport. If it is incorrect, contact your SAP Concur Site Admin if it needs to be updated.



5. 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: Learning Services Demo | Assigned Location: Main Location (Redmond, WA)

Street: 18400 NE Union Hill Road  Address same as assigned location

City: Redmond | State/Province: WA

Postal Code: 98052 | 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\*\*]**: 1 425 590 4567 | Work Extension:  | Work Fax:  | 2nd Work Phone/Remote Office:

Home Phone **[Required\*\*]**: 1 425 590 4567

Pager:  | Other Phone:

Mobile Phone Country/Region: United States of America (+1) | Mobile Phone: 425-330-4518

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

[Save](#)

6. In the Email Addresses section, verify your email addresses. Select 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

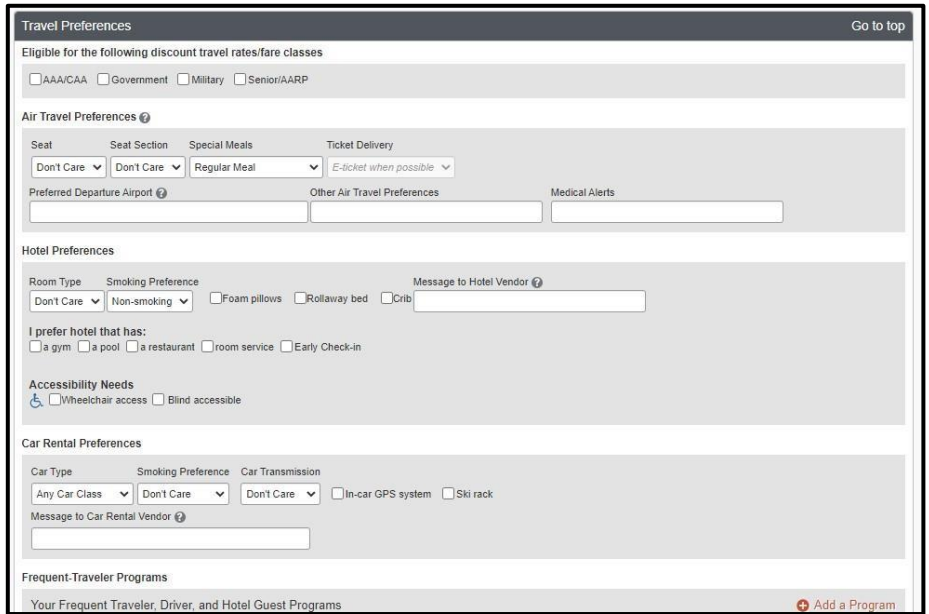
Please add at least one email address.

- [▶ How do I add an email address?](#)
- [▶ How do I verify my email address?](#)
- [▶ Why should I verify my email address?](#)
- [▶ If I am a travel arranger or delegate, what do I need to do?](#)
- [▶ I would like to have someone arrange travel or delegate expense on my behalf, what do I need to do?](#)

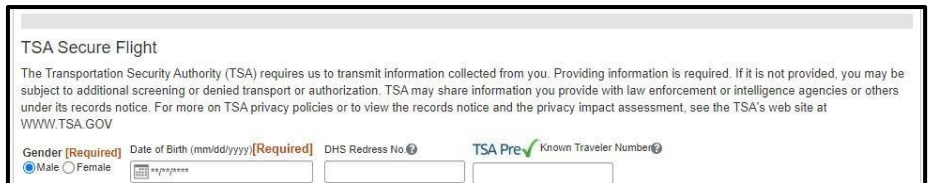
[Add an email address](#)

Email Address	Verification Status	Verify	Contact?	Actions
Email 1	william_never_789456123@sapconcur525.com	Check email for code	Resend   Cancel	Yes
		Enter Code	<input type="text"/>	<a href="#">OK</a>

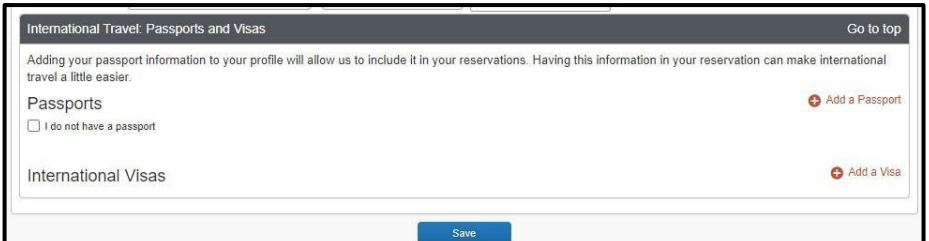
- Continue scrolling down to the Travel Preferences section. Select your discount travel rates/fare classes, and specify your Air, Hotel, and Car Rental Preferences. Under Frequent-Traveler Program, select Add a Program to add your frequent flyer programs.



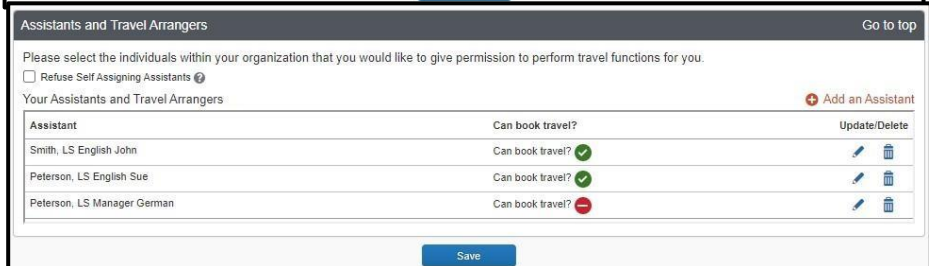
- In the TSA Secure Flight section, verify the required Gender and Date of Birth fields. Complete the DHS RedressNo. and TSA Precheck Known Traveler Number fields, as needed.












- In the International Travel Passports and Visas section, add your passport or international visa information.



- In the Assistants and Travel Arrangers section, select Add an Assistant to assign someone to book travel for you, or to assign them as your primary assistant for travel.



Assistant	Can book travel?	Update/Delete
Smith, LS English John	Can book travel? 	 
Peterson, LS English Sue	Can book travel? 	 
Peterson, LS Manager German	Can book travel? 	 

You can search for and select the individual(s) within your organization that you would like to give permission to perform travel functions for you.

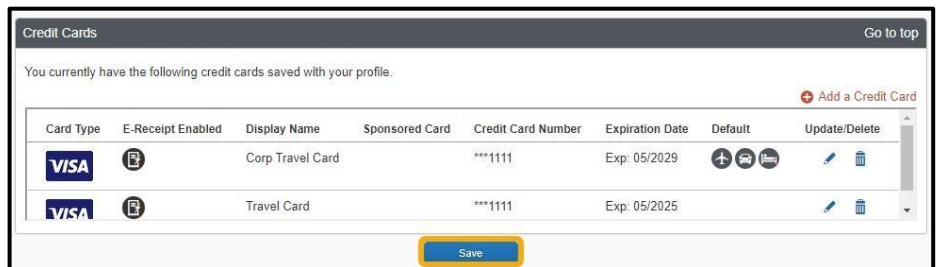
Note: An assistant must be an existing Travel user. You cannot designate primary assistants for travel to Individuals or Groups without a work phone number in their profile.

11. From the Credit Cards section, select Add a Credit Card to add or update your credit card information that you use to reserve travel.



Note: The credit card on file is only required to hold a reservation for rooms booked by Christopherson Business Travel or the Concur Online Booking Tool. Car and airfare reservations do not require a credit card to book. Payment for a car or hotel reservation will be required upon checkout with a credit card in the traveler's name. A personal credit card cannot be used for booking airfare within Concur as these will always be charged to the UTravel airfare card. If the traveler would like to utilize their personal card as a payment method for airfare please reach out to [travel@admin.utah.edu](mailto:travel@admin.utah.edu) with desired trip details or submit the "Book a Trip" form after creating a request.

12. After you have completed your Travel Profile updates, select Save.



Last updated: 03 January 2023