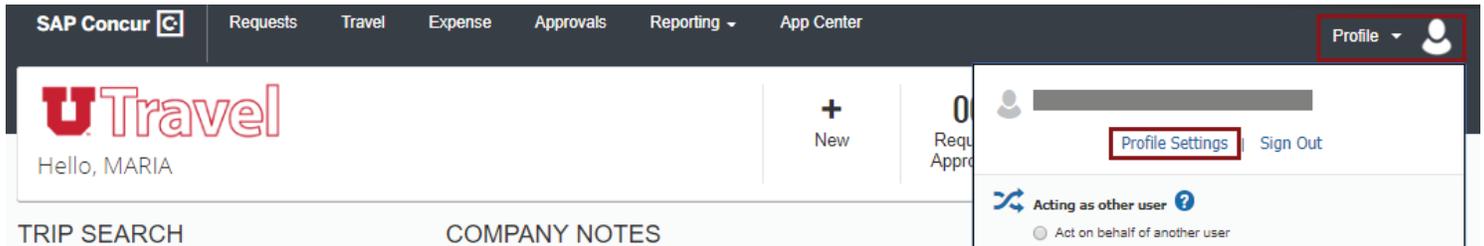
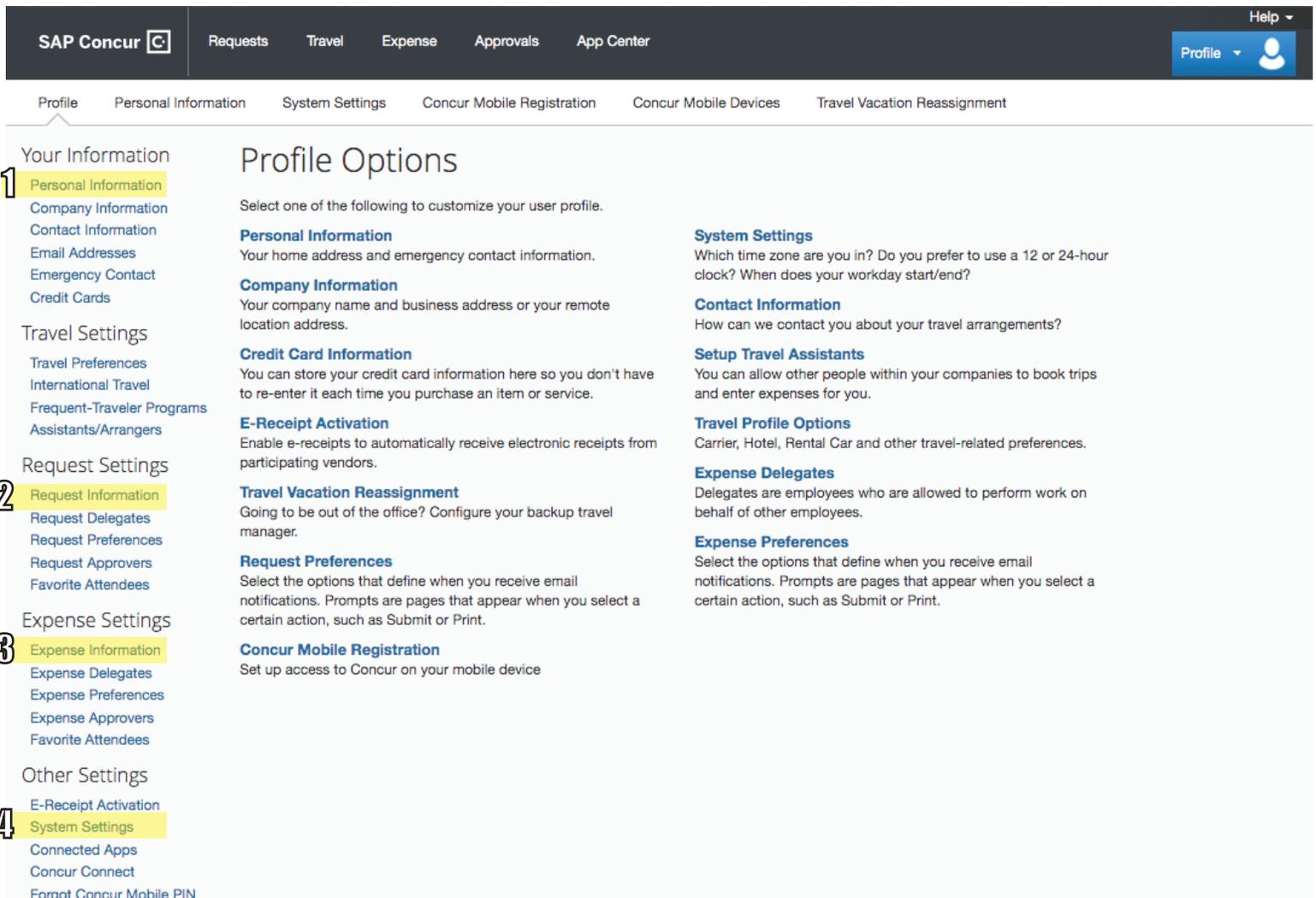


There are 4 types of default email notifications for UTravel users. These notifications can be managed through the Profile Options page.

To begin, select the profile icon at the top right, then click **Profile Settings**.



In the left sidebar you will find the links to the information pages, where you can turn off the email notifications of your choosing.



## 1. Personal Information

Locate the Email Addresses section. To update the Contact column from Yes to No, click the pencil icon in the Actions column.

Email Addresses					Go to top
Please add at least one email address.					
<a href="#">▶ How do I add an email address?</a>					
<a href="#">▶ Travel Arrangers / Delegates</a>					
<a href="#">▶ Why should I verify my email address?</a>					
<a href="#">▶ How do I verify my email address?</a>					
				<a href="#">+ Add an email address</a>	
	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	[Redacted]	✓ Verified	Disable Verification	Yes	[Pencil]
Email 2	[Redacted]	✓ Verified	Disable Verification	No	[Pencil] [Trash]
Email 3	[Redacted]	✓ Verified	Disable Verification	No	[Pencil] [Trash]

Set the Verification Status from Yes to No. Click OK

Email Address	Verification Status	Verify	Contact?	Actions
Enter email address [Redacted]	Contact for Travel Notifications? <input type="radio"/> Yes <input checked="" type="radio"/> No		OK   Cancel	

## 2. Request Information

You can change your preferences by using the checkboxes, and then clicking **Save**.

### Request Preferences

[Save](#) [Cancel](#)

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.

**Send email when...**

- The status of a request changes
- A request is submitted for approval

**Prompt...**

- For an approver when a request is submitted

### 3. Expense Information

You can change your preferences by using the checkboxes, and then clicking **Save**.

## Expense Preferences

**Save** **Cancel**

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.

### Send email when...

- The status of an expense report changes
- New company card transactions arrive
- Faxed receipts are successfully received
- An expense report is submitted for approval

**Prompt...**

- For an approver when an expense report is submitted

**Display...**

- Make the Single Day Itineraries page my default in the Travel Allowance wizard

### 4. System Settings

You can change your preferences by using the checkboxes, and then clicking **Save**.

## System Settings

#### Regional Settings and Language

Default Language: English (United States) ▾

Number Format: 1,000.00 ▾

Placement of Currency Symbol: Before the amount ▾

Negative Number Format: -100 ▾

Negative Currency Format: -100 ▾

mile/km: mile ▾

Date Format: mm/dd/yyyy ▾

Time Format: h:mm AM/PM ▾

Hour/Minute Separator: : ▾ 10/11/2019 01:05 pm

Time zone (local time): (UTC-07:00) Mountain Time (US & Canada) ▾

#### Calendar Settings

Start week on: Sunday ▾

Start Day View At: 08:00 am ▾

End Day View At: 08:00 pm ▾

Default View: month ▾

#### Other Preferences

Home Page: ▾

Rows per page: 25 ▾

#### Other Settings

Alternative UI Mode for Concur Spend ?

#### Email Notifications

- Send an email every time something is put in or removed from my approval queue
- Send a daily summary of items in my queue
- Let me know when one of my requests is approved or denied
- Send Confirmation Emails ?
- Send Trip-on-Hold Reminder Emails ?
- Send Ticketed Travel Reminder Email ?
- Send Cancellation Emails ?

**Save** **Reset** **Cancel**