

Concur Online Travel Booking Tool: Assigning a Travel Assistant to my <u>Profile</u>

1. Log into Concur and select the dropdown arrow next to Profile from the top header



2. Select **Profile Settings** and then **Setup Travel Assistants**. <u>Note</u>: You can also select Personal Information and then scroll down to the **Assistants and Travel Arrangers** section of your profile.

Profile Options	
Select one of the following to customize your user profile.	
Personal Information Your home address and emergency contact information.	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?
Your company information Your company name and business address or your remote location address.	Contact Information How can we contact you about your travel arrangements?
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.	Setup Travel Assistants You can allow other people within your companies to book trips and enter expenses for you.
E-Receipt Activation Enable e-receipts to automatically receive electronic receipts from participating vendors.	nevel Profile Options Carrier, Hotel, Restal Car and other travel-related preferences.
Travel Vacation Reassignment Going to be out of the office? Configure your backup travel manager.	Change your password.
Mobile Registration Set up access to Concur on your mobile device	

3. Select Add an Assistant.

lease select the individuals within your organization that yo	u would like to give permission to perform travel functions for yo	u.
Refuse Self Assigning Assistants 🕢		
our Assistants and Travel Arrangers		[+] Add an Assistant
Ellis, CTP Admin	Can book travel? 📀	¢ 🛱
Eigel, Jeff	Can book travel? 📀	۵ 🖍
Flores, Monica	Can book travel? 🕢	🖍 🛱



 Begin typing the assistant's name in the Assistant field. Once the name is located, select it. Select Can book travel for me and/or Is my primary assistant for travel. <u>Note</u>: You can only have one primary assistant. The primary assistant will receive all travel communication regardless of who booked the reservation.

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Assistant				
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their pro	file cannot	be designate	d as prim	ary

5. Select **Save** and verify the Assistant's name is listed.

Assistants and Travel Arrangers		Go to top
Please select the individuals within your organization that you w Refuse Self Assigning Assistants @	ould like to give permission to perform travel functions for yo	ou.
Your Assistants and Travel Arrangers		[+] Add an Assistant
Ellis, CTP Admin	Can book travel?	۵ 🖍
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