There are 7 important areas to update on your Profile Settings:

☐	Update your Personal Information
☐	Add a Personal Car (for standard and carpool mileage rates and calculations)
☐	Verify Request Settings
☐	Verify Request Approvers
☐	Verify Expense Settings
☐	Verify Expense Approvers
☐	Enable E-Receipts

At the top of the My Concur **page, click** Profile **>** Profile Settings**.**

IMPORTANT: Update your Personal Information	
1	Under **Your Information**, click **Personal Information** in the middle of the page.
2	On the **Personal Information** page, update the appropriate information, and then click **Save**.
3	Be sure your displayed name is identical to your photo identification that you will be presenting at the airport. *If your name is incorrect, contact Travel Administrator Nina Conners (nina.conners@maine.edu).*
4	Under **Contact Information**, you must have at least a **Work Phone** or **Home Phone** entered in order to book travel within Concur.
5	Under **Email Address**, an email address must be provided. Please use your **@maine.edu** address. The email address must also be **verified** in order to utilize e-receipts and to send receipts to your receipt repository.
6	Click **Add an email address** located on the right-hand side.
7	Enter email address, answer **Contact for Travel Notifications**, click **OK**.
8	The email address will indicate Not Verified. Click **Verify**.
9	An email will be sent to this email address. Copy the **Verification Code** from the email and paste it into the **Enter Code** box. Click **OK**.
10	Under **Emergency Contact**, if you are a traveler, please provide this information even though they are not required fields.
11	Under **Travel Preferences**, be sure to enter your **TSA Secure Flight** information. Please note that after entering your date of birth, it will display as xx/xx/xxxx for security purposes.
12	Under **International Travel: Passports and Visas**, if appropriate, click **Add a Visa**.
13	Enter the required information and click **Save** icon.
14	Under **Assistants and Travel Arrangers**, click **Add an Assistant** located to the right of the section.

15	In the **Search Criteria** field, type the last name of the person you wish to add as an assistant/travel arranger.
16	Click **Search**.
17	From the **Assistant** dropdown menu, select the appropriate assistant.
18	Select **Can Book Travel for Me**.
19	Select **Is my primary assistant for travel**, if necessary.
20	Under Credit Cards, click Add a Credit Card to store your UMS Travel card information.
21	Complete the required information. Click **Save**.
22	Currently, for Phase I participants, the credit card billing address: 5761 Keyo Building, Orono, ME 04469-5761
IMPORTANT: Add a Personal Car	
The system will automatically calculate your mileage rate based upon your contract and offer a carpool mileage rate if the contract allows. *If you have questions please contact UMS Travel Administrator Nina Conners (nina.conners@maine.edu).*	
1	Under **Expense Settings** on the left side of the page, click **Personal Car**.
2	Click **New**.
3	If you know your accumulated fiscal year mileage to date, enter it as **the Initial Distance**. They system will automatically accumulate your mileage and adjust mileage based upon contract thresholds.
4	Enter a **Vehicle ID**, i.e. Standard Mileage Rate.
5	Use drop down to select **Vehicle Type** based upon contract, i.e. UMPSA Mileage
6	Click **Save**.
7	If a carpool mileage rate is offered under your contract, click **New**.
8	Enter **Vehicle ID**, i.e. Carpool Mileage Rate.
9	Use drop done to select **Vehicle Type** based upon contract, i.e. UMPSA Carpool Mileage.
10	Click **Save**.
IMPORTANT: Verify Request Settings	
1	Under **Request Settings** on the left side of the page, click **Request Information**.
2	On the **Request Information** page, verify the pre-populated information.
If the information is incorrect, contact UMS Travel Administrator Nina Conners (nina.conners@maine.edu).	

Add a Request Delegate	
1	Under **Request Settings** on the left side of the page, click **Request Delegates**.
2	On the **Request Delegate** page, click **Add Delegate**.
3	In the **Search by employee name, email address or logon id** field, type the last name of the delegate you wish to add.
4	From the list of matches, select the appropriate person.
5	Select the responsibilities you wish this delegate to perform on your behalf.
6	Click **Save**.
Change Request Preferences	
1	Under **Request Settings** menu on the left side of the page, click **Request Preferences**.
2	In the **Send email when**… section, select the appropriate actions.
3	In the **Prompt**…section, select the appropriate actions.
4	Click **Save**.
IMPORTANT: Verify Request Approvers	
1	Under **Request Settings** menu on the left side of the page, click **Request Approvers**.
2	On the **Request Approvers** page, verify that your default request approver is correct.
If the information is incorrect, contact UMS Travel Administrator Nina Conners (nina.conners@maine.edu).	
IMPORTANT: Verify Expense Settings	
1	Under **Expense Settings** on the left side of the page, click **Expense Information**.
2	On the **Expense Information** page, verify the pre-populated information.
If the information is incorrect, contact UMS Travel Administrator Nina Conners (nina.conners@maine.edu).	
Add a Favorite Request Attendee	
1	Under **Request Settings** on the left side of the page, click **Favorite Attendee**.
2	On the **Favorite Attendee** page, click **New Attendee**.
3	From the **Type** dropdown menu, select the appropriate Attendee Type.
4	In the **Last Name** field, enter the last name of the new attendee.
5	In the **First Name** field, enter the first name of the new attendee.
6	In the **Attendee Title** field, enter the job title of the attendee.
7	In the **Company field**, enter the company where the attendee is employed.
8	Click **Save**.
Add an Expense Delegate	
1	Under **Expense Settings** on the left side of the page, click **Expense Delegates**.
2	On the **Expense Delegate** page, click **Add Delegate**.
3	In the **Search by employee name, email address or logon id** field, type the last name of the delegate you wish to add.

4	From the list of matches, select the appropriate person.
5	Select the responsibilities you wish this delegate to perform on your behalf.
6	Click **Save**.
Change Expense Preferences	
1	On the **Expense Settings** menu on the left side of the page, click **Expense Preferences**.
2	In the **Send email when**… section, select the appropriate actions.
3	In the **Prompt**…section, select the appropriate actions.
4	In the **Display**…section, select the appropriate options.
5	Click **Save**.
IMPORTANT: Verify Expense Approvers	
1	Under the **Expense Settings** on the left side of the page, click **Expense Approvers**.
2	On the **Expense Approvers** page, verify that your default expense approver is correct.
If the information is incorrect, contact UMS Travel Administrator Nina Conners (nina.conners@maine.edu).	
Add a Favorite Expense Attendee	
1	Under **Expense Settings** on the left side of the page, click **Favorite Attendee**.
2	On the **Favorite Attendee** page, click **New Attendee**.
3	From the **Type** dropdown menu, select the appropriate Attendee Type.
4	In the **Last Name** field, enter the last name of the new attendee.
5	In the **First Name** field, enter the first name of the new attendee.
6	In the **Attendee Title** field, enter the job title of the attendee.
7	In the **Company field**, enter the company where the attendee is employed.
8	Click **Save**.
IMPORANT: Enable E-Receipts	
1	On the **Other Settings** menu on the left side of the page, click **E-Receipt Activation**.
2	On the **E-Receipts** page, click **E-Receipt Activation**.
3	In the E-Receipts confirmation window, click **I Accept**.
Exclude a Credit Card from E-Receipts	
1	On the **Profile** page, scroll down to the credit card section.
2	Click the **Edit** icon (pencil icon located to the far right of the credit card section) for the credit card you wish to exclude.
3	Uncheck the **Receive e-receipts for this card** checkbox.
4	Click **Save Changes**.