CONCUR Travel

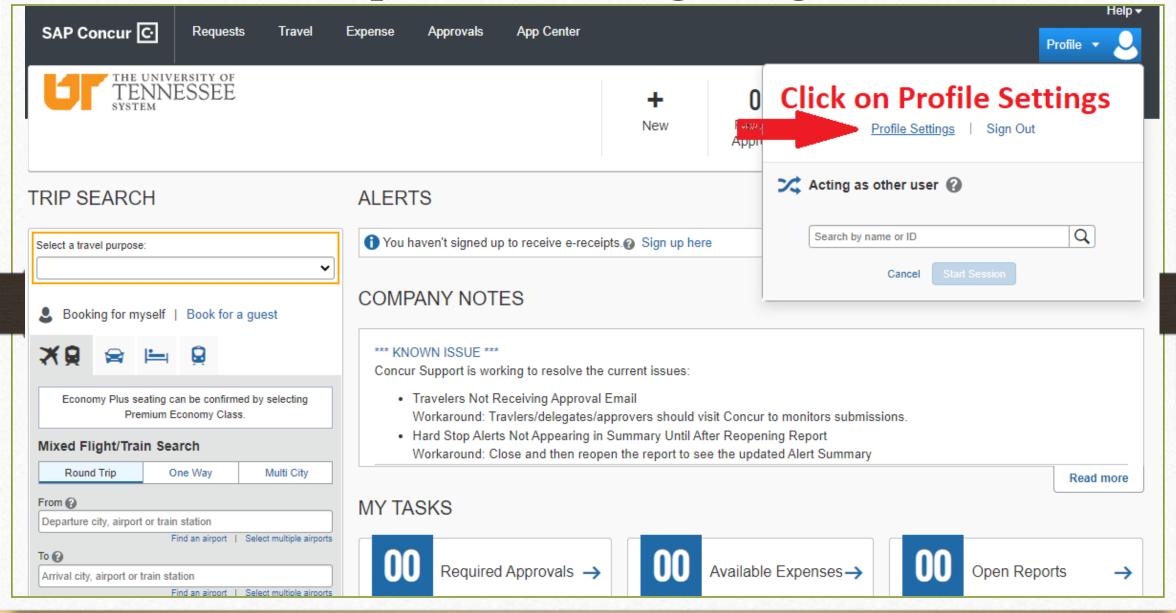
Created by Jacklyn Pope: Jacklyn.pope@universitysurgical.com

Modified by Jacqueline Hogan on 6.22.2022

Let's get started

- WiFi select ehspub
- Click agree to accept the network
- Go to travel. Tennessee.edu
- Log in with your UT Net ID and password
- Click on 2 factor DUO mobile to access

Step one in adding delegates



Step 2 in adding delegate

SAP Concur 🖸

Requests

Travel Expense

Approvals

App Center

Profile

Personal Information

Change Password

System Settings

Concur Mobile Registration

Travel Vacation Reassignment

Your Information

Personal Information
Company Information
Contact Information

Email Addresses

Emergency Contact Credit Cards

Travel Settings

Travel Preferences International Travel Frequent-Traveler Programs Assistants/Arrangers

Request Settings

Request Information Request Delegates Request Preferences Request Approvers Favorite Attendees

Expense Settings

Expense Information Expense Delegates Expense Preferences Expense Approvers Personal Car

Favorite Attendees
Other Settings

Profile Options

Select one of the following to customize your user profile.

Personal Information

Your home address and emergency contact information.

Company Information

Your company name and business address or your remote location address.

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.

E-Receipt Activation

Enable e-receipts to automatically receive electronic receipts from participating vendors.

Travella acation Reassignment

Configure your backup travel

Request Preferences

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.

Personal Car

Personal Car

Concur Mobile Registration

Set up access to Concur on your mobile device

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?

Contact Information

How can we contact you about your travel arrangements?

Setup Travel Assistants

You can allow other people within your companies to book trips and enter expenses for you.

Travel Profile Options

Carrier, Hotel, Rental Car and other travel-related preferences.

Expense Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.

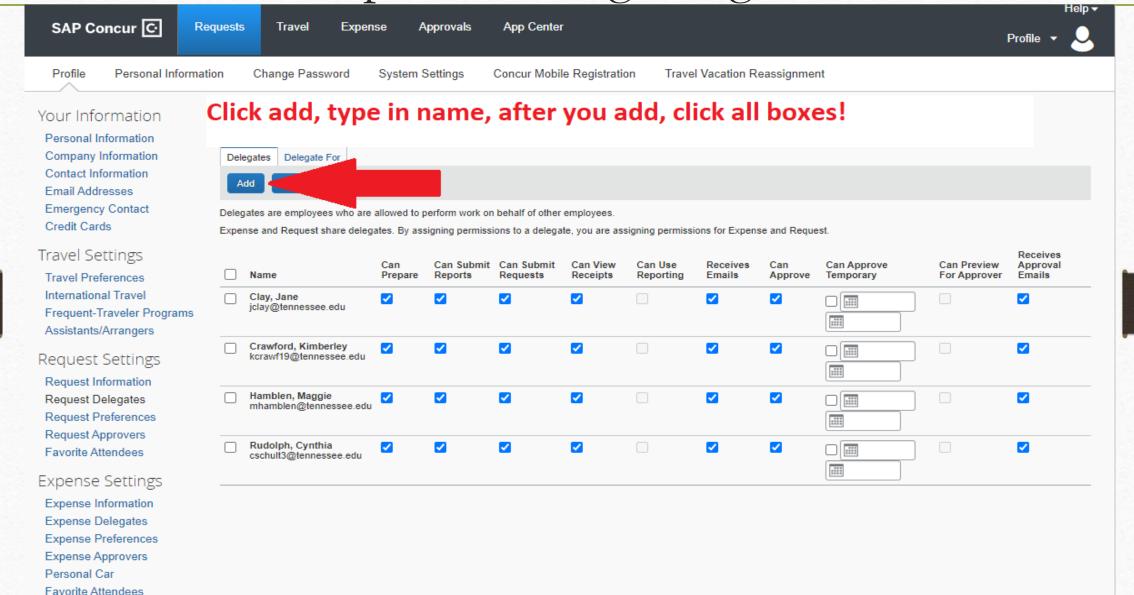
Expense Preferences

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.

Change Password

Change your password.

Step 3 in adding delegate



		ALL Departments	Jacqueline Hogan jhogan18	Robbin Williams rwill177			
		Cardio/GI	Samantha Bond dgy443				
		Emergency Medicine	Velvet Green vgreen2	Hollie Daugherty hbr133			
		Family Medicine	Elissa McCoy emccoy4				
		Internal Medicine	Deborah Fuller dfuller1	Ashly Herron shb853			
		OBGYN	Annette Wilson jyq434	Connie Land cland4			
		Ortho	Kimberly Davis kdavis40	Artnita Paris gbj414			
		Pediatrics	Ashley Thurston athurst3				
		Plastics					
		Surgery	Maggie Hamblen mhamblen	Jacklyn Pope jpope24	Kimberly Crawford kcrawf19	Breanna Lomnick wbz671	
		Urology	Stacey Blanks sblanks	Sandra Durain sdurain			