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

SAP Concur [C·]   Requests   Travel   Expense   Approvals   App Center

Profile ▾

THE UNIVERSITY OF
TENNESSEE
SYSTEM

+
New

0

Click on Profile Settings

Profile Settings | Sign Out

⤭ Acting as other user ❓

Search by name or ID   🔍

Cancel   Start Session

TRIP SEARCH

Select a travel purpose:

👤 Booking for myself | Book for a guest

✈🚆   🚗   🛏   🚆

Economy Plus seating can be confirmed by selecting Premium Economy Class.

Mixed Flight/Train Search

| Round Trip | One Way | Multi City |

From ❓
Departure city, airport or train station
Find an airport | Select multiple airports

To ❓
Arrival city, airport or train station
Find an airport | Select multiple airports

ALERTS

ℹ You haven't signed up to receive e-receipts.❓ Sign up here

COMPANY NOTES

*** KNOWN ISSUE ***
Concur Support is working to resolve the current issues:

- Travelers Not Receiving Approval Email
  Workaround: Travlers/delegates/approvers should visit Concur to monitors submissions.
- Hard Stop Alerts Not Appearing in Summary Until After Reopening Report
  Workaround: Close and then reopen the report to see the updated Alert Summary

Read more

MY TASKS

| 00 Required Approvals → | 00 Available Expenses → | 00 Open Reports → |

Step 2 in adding delegate

SAP Concur [C·]   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.

Travel Vacation 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

Help ▾

SAP Concur [C·]   **Requests**   Travel   Expense   Approvals   App Center

Profile ▾ 👤

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

Click add, type in name, after you add, click all boxes!

Delegates | Delegate For

Add

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

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

☐	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
☐	Clay, Jane jclay@tennessee.edu	☑	☑	☑	☑	☐	☑	☑	☐ 📅 📅	☐	☑
☐	Crawford, Kimberley kcrawf19@tennessee.edu	☑	☑	☑	☑	☐	☑	☑	☐ 📅 📅	☐	☑
☐	Hamblen, Maggie mhamblen@tennessee.edu	☑	☑	☑	☑	☐	☑	☑	☐ 📅 📅	☐	☑
☐	Rudolph, Cynthia cschult3@tennessee.edu	☑	☑	☑	☑	☐	☑	☑	☐ 📅 📅	☐	☑

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		