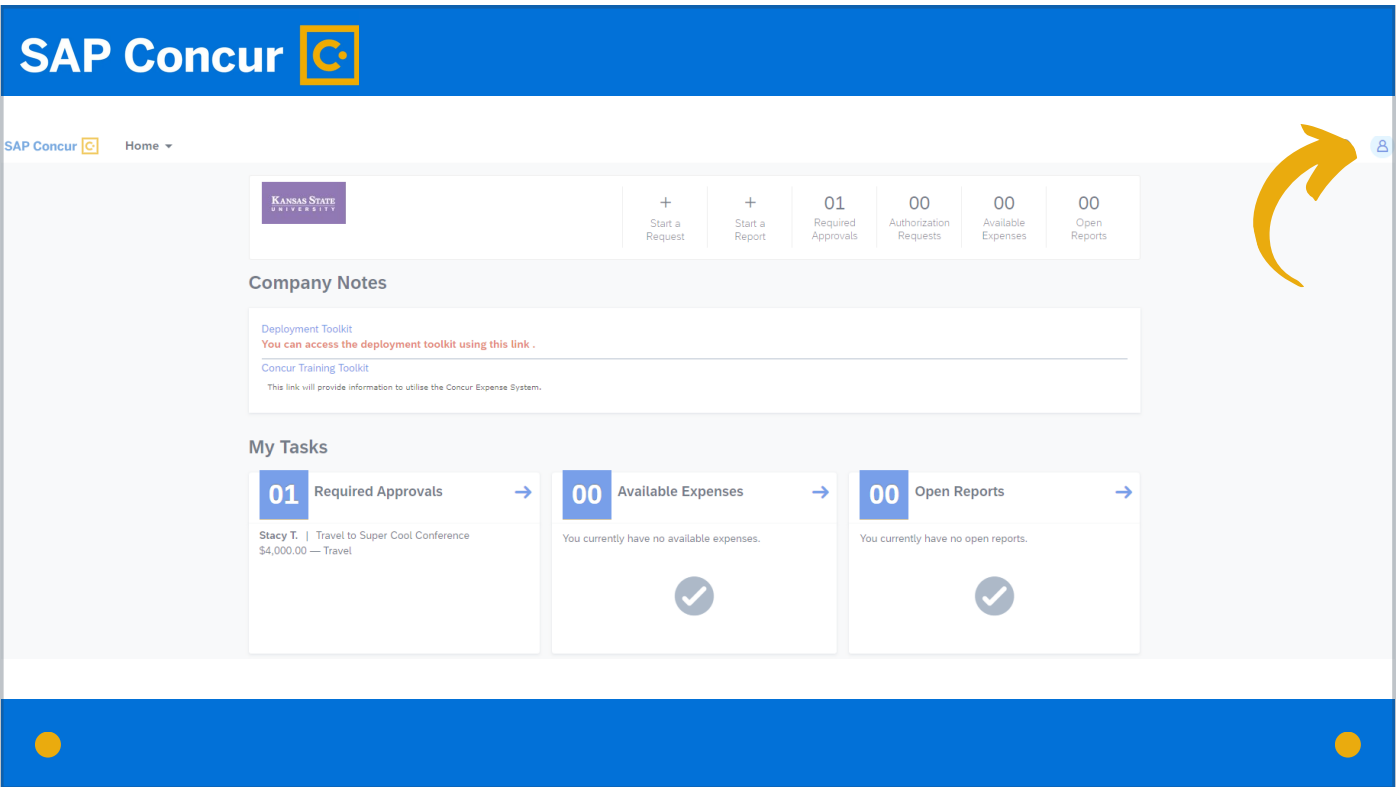
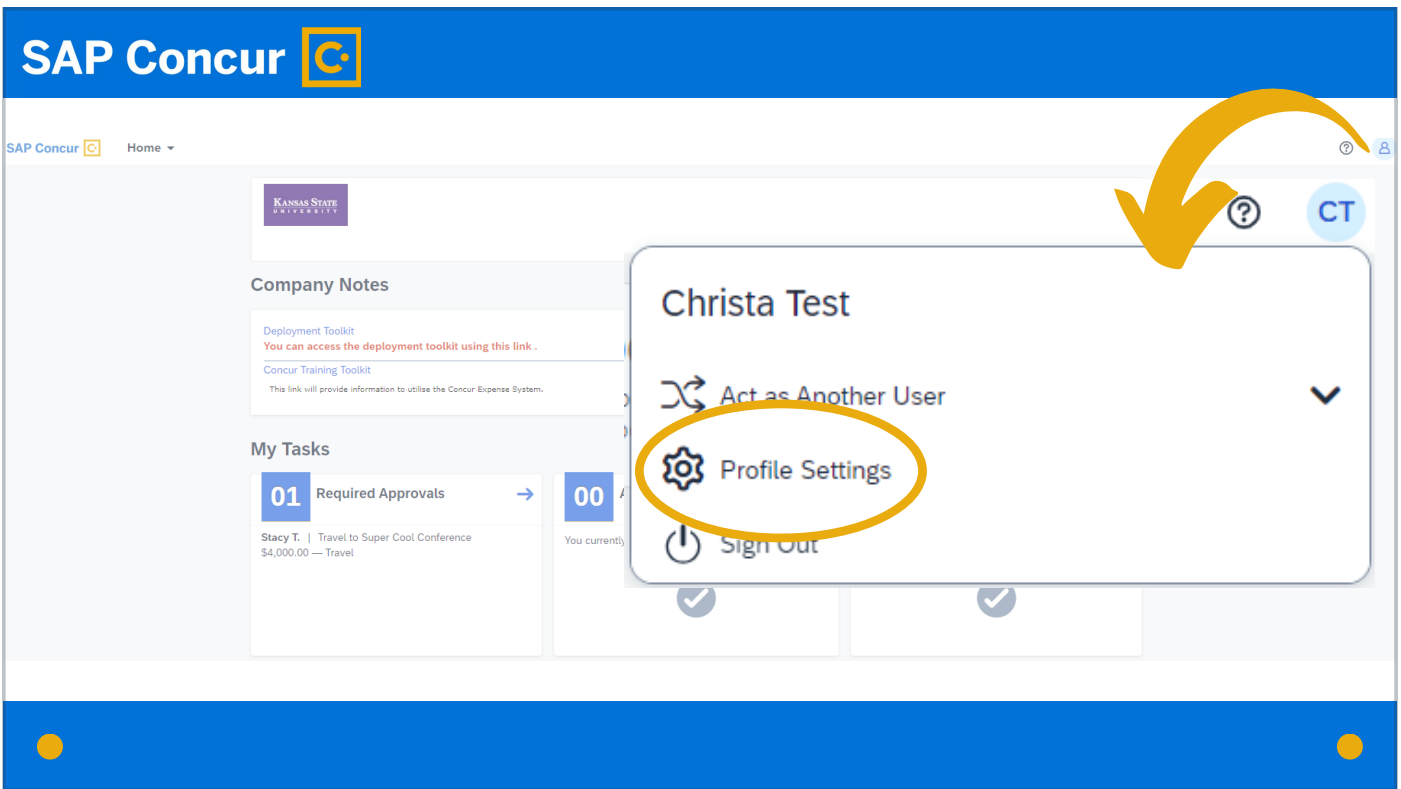


Concur Expense Management: **Profile Settings**

Welcome to today's training on Concur profile settings.



To access Profile Settings, click on the profile icon at the top right of the Concur website screen.



Then select Profile Settings.

Your Information

- [Personal Information](#)
- [Company Information](#)
- [Contact Information](#)
- [Email Addresses](#)

Request Settings

- [Request Information](#)
- [Request Delegates](#)
- [Request Preferences](#)
- [Request Approvers](#)
- [Favorite Attendees](#)
- [International Travel](#)

Expense Settings

- [Expense Information](#)
- [Expense Delegates](#)
- [Expense Preferences](#)
- [Expense Approvers](#)
- [Vehicle Configuration](#)
- [Favorite Attendees](#)

Other Settings

- [System Settings](#)
- [Concur Connect](#)
- [Change Password](#)
- [Concur Mobile Registration](#)

Reporting Settings

- [Reporting Budget](#)
- [Notification Settings](#)

Profile Options

Select one of the following to customize your user profile.

Personal Information

- [Personal Information](#)

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.

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?

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.


Vehicle Configuration

- [Vehicle Configuration](#)

Concur Mobile Registration

Set up access to Concur on your mobile device

This will open the main Profile Options page.

SAP Concur  Profile ▾

Profile Personal Information Change Password System Settings Concur Mobile Registration

Your Information
Personal Information
Company Information
Contact Information
Email Addresses

Request Settings
Request Information
Request Delegates
Request Preferences
Request Approvers
Favorite Attendees
International Travel

Expense Settings
Expense Information
Expense Delegates
Expense Preferences
Expense Approvers
Vehicle Configuration
Favorite Attendees

Other Settings
System Settings
Concur Connect
Change Password
Concur Mobile Registration

Reporting Settings
Reporting Budget
Notification Settings

Profile Options
Select one of the following to customize your user profile.

Personal Information
Personal Information

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.

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?

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.

Vehicle Configuration
Vehicle Configuration

Concur Mobile Registration
Set up access to Concur on your mobile device

Here, you will find settings for personal information,

Your Information

- [Personal Information](#)
- [Company Information](#)
- [Contact Information](#)
- [Email Addresses](#)

Request Settings

- [Request Information](#)
- [Request Delegates](#)
- [Request Preferences](#)
- [Request Approvers](#)
- [Favorite Attendees](#)
- [International Travel](#)

Expense Settings

- [Expense Information](#)
- [Expense Delegates](#)
- [Expense Preferences](#)
- [Expense Approvers](#)
- [Vehicle Configuration](#)
- [Favorite Attendees](#)

Other Settings

- [System Settings](#)
- [Concur Connect](#)
- [Change Password](#)
- [Concur Mobile Registration](#)

Reporting Settings

- [Reporting Budget](#)
- [Notification Settings](#)

Profile Options

Select one of the following to customize your user profile.

Personal Information

[Personal Information](#)

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.

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?

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.

Vehicle Configuration

Vehicle Configuration

Concur Mobile Registration

Set up access to Concur on your mobile device

travel or card requests,

Your Information

- [Personal Information](#)
- [Company Information](#)
- [Contact Information](#)
- [Email Addresses](#)

Request Settings

- [Request Information](#)
- [Request Delegates](#)
- [Request Preferences](#)
- [Request Approvers](#)
- [Favorite Attendees](#)
- [International Travel](#)

Expense Settings

- [Expense Information](#)
- [Expense Delegates](#)
- [Expense Preferences](#)
- [Expense Approvers](#)
- [Vehicle Configuration](#)
- [Favorite Attendees](#)

Other Settings

- [System Settings](#)
- [Concur Connect](#)
- [Change Password](#)
- [Concur Mobile Registration](#)

Reporting Settings

- [Reporting Budget](#)
- [Notification Settings](#)

Profile Options

Select one of the following to customize your user profile.

Personal Information

- [Personal Information](#)

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.

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?

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.

Vehicle Configuration

- [Vehicle Configuration](#)

Concur Mobile Registration

Set up access to Concur on your mobile device

expense reports,

Your Information

- [Personal Information](#)
- [Company Information](#)
- [Contact Information](#)
- [Email Addresses](#)

Request Settings

- [Request Information](#)
- [Request Delegates](#)
- [Request Preferences](#)
- [Request Approvers](#)
- [Favorite Attendees](#)
- [International Travel](#)

Expense Settings

- [Expense Information](#)
- [Expense Delegates](#)
- [Expense Preferences](#)
- [Expense Approvers](#)
- [Vehicle Configuration](#)
- [Favorite Attendees](#)

Other Settings

- [System Settings](#)
- [Concur Connect](#)
- [Change Password](#)
- [Concur Mobile Registration](#)

Reporting Settings

- [Reporting Budget](#)
- [Notification Settings](#)

Profile Options

Select one of the following to customize your user profile.

Personal Information

[Personal Information](#)

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.

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?

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.

Vehicle Configuration

[Vehicle Configuration](#)

Concur Mobile Registration

Set up access to Concur on your mobile device

Concur systems,

Your Information

- [Personal Information](#)
- [Company Information](#)
- [Contact Information](#)
- [Email Addresses](#)

Request Settings

- [Request Information](#)
- [Request Delegates](#)
- [Request Preferences](#)
- [Request Approvers](#)
- [Favorite Attendees](#)
- [International Travel](#)

Expense Settings

- [Expense Information](#)
- [Expense Delegates](#)
- [Expense Preferences](#)
- [Expense Approvers](#)
- [Vehicle Configuration](#)
- [Favorite Attendees](#)

Other Settings

- [System Settings](#)
- [Concur Connect](#)
- [Change Password](#)
- [Concur Mobile Registration](#)

Reporting Settings

- [Reporting Budget](#)
- [Notification Settings](#)

Profile Options

Select one of the following to customize your user profile.

Personal Information

[Personal Information](#)

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.

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?

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.

Vehicle Configuration

[Vehicle Configuration](#)

Concur Mobile Registration

Set up access to Concur on your mobile device

and reporting.



Your Information

- [Personal Information](#)
- [Company Information](#)
- [Contact Information](#)
- [Email Addresses](#)

Request Settings

- [Request Information](#)
- [Request Delegates](#)
- [Request Preferences](#)
- [Request Approvers](#)
- [Favorite Attendees](#)
- [International Travel](#)

Expense Settings

- [Expense Information](#)
- [Expense Delegates](#)
- [Expense Preferences](#)
- [Expense Approvers](#)
- [Vehicle Configuration](#)
- [Favorite Attendees](#)

Other Settings

- [System Settings](#)
- [Concur Connect](#)
- [Change Password](#)
- [Concur Mobile Registration](#)

Reporting Settings

- [Reporting Budget](#)
- [Notification Settings](#)

Profile Options

Select one of the following to customize your user profile.

Personal Information

- [Personal Information](#)

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.

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?

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.

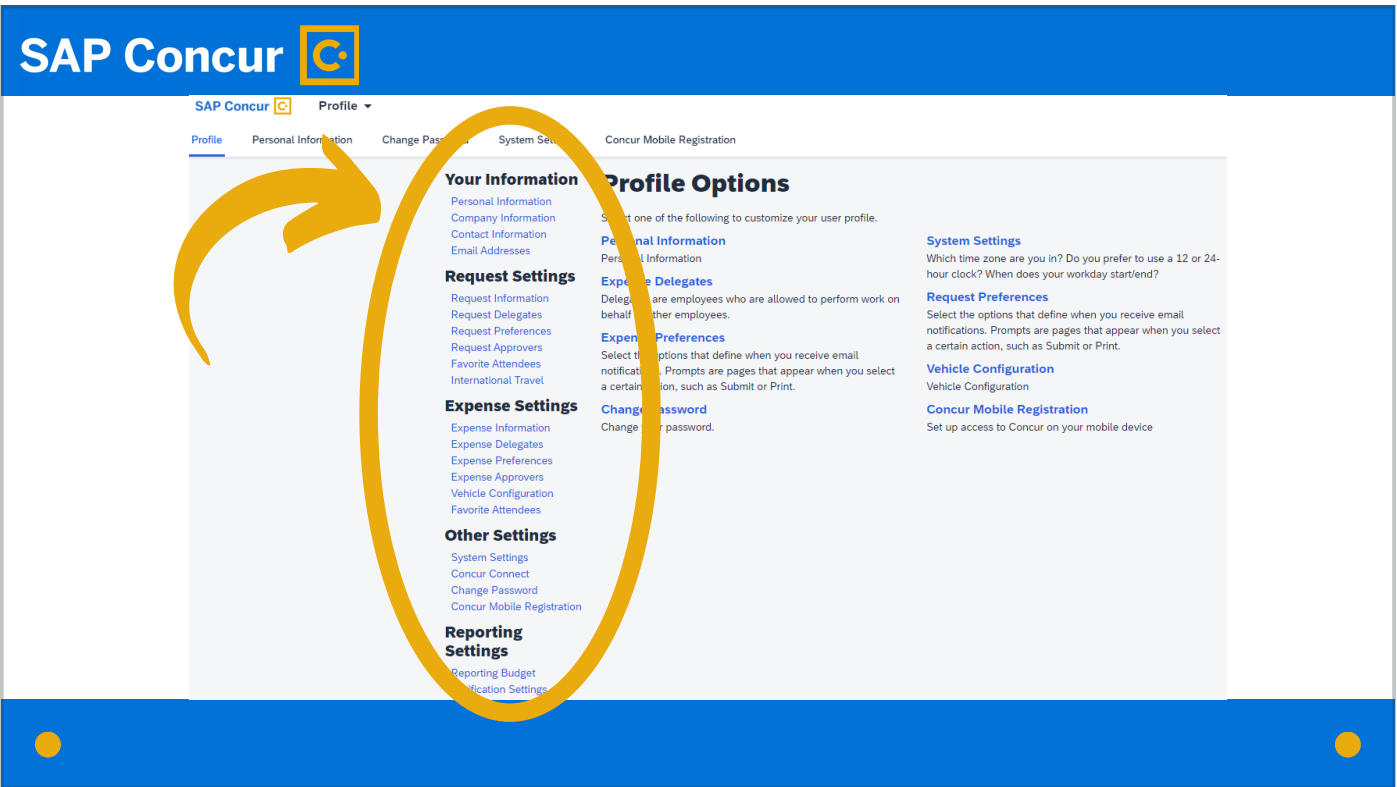
Vehicle Configuration

- [Vehicle Configuration](#)


Concur Mobile Registration

Set up access to Concur on your mobile device

There are quick links at the top of the page to access some of the most commonly-used settings,



or you can access any of the settings from the left sidebar

SAP Concur  Profile ▾

Profile Personal Information Change Password System Settings Concur Mobile Registration

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees
- International

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Vehicle Configuration
- Favorite Attendees

Other Settings

- System Settings
- Concur Connect
- Change Password
- Concur Mobile Registration

Reporting Settings

- Reporting Budget
- Notification Settings

Profile Overview

Customize your user profile by selecting the following to customize your user profile.

Personal Information

Personal Information

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.

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?

Request Preferences

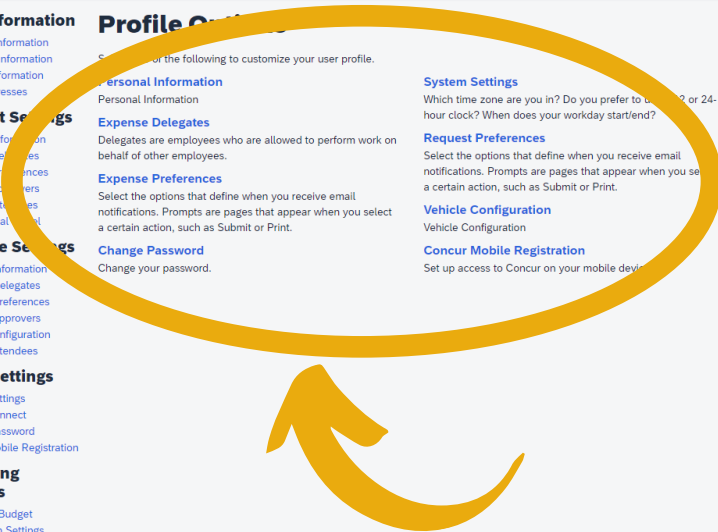
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Vehicle Configuration

Vehicle Configuration

Concur Mobile Registration

Set up access to Concur on your mobile device.



or the main content of the page.

Your Information

- [Personal Information](#)
- [Company Information](#)
- [Contact Information](#)
- [Email Addresses](#)

Request

- [Request Information](#)
- [Request Approvers](#)
- [Favorite Attendees](#)
- [International Travel](#)

Expense Settings

- [Expense Information](#)
- [Expense Delegates](#)
- [Expense Preferences](#)
- [Expense Approvers](#)
- [Vehicle Configuration](#)
- [Favorite Attendees](#)

Other Settings

- [System Settings](#)
- [Concur Connect](#)
- [Change Password](#)
- [Concur Mobile Registration](#)

Profile Options

Select one of the following to customize your user profile.

- [Personal Information](#)
- [Personal Information](#)

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.

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?

Request Preferences

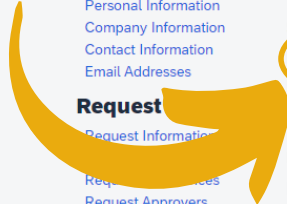
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Vehicle Configuration

Vehicle Configuration

Concur Mobile Registration

Set up access to Concur on your mobile device



One of the primary settings is Personal Information.

Your Information

- [Personal Information](#)
- [Company Information](#)
- [Contact Information](#)
- [Email Addresses](#)

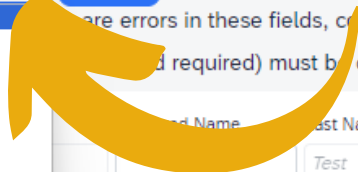
Request Settings

- [Request Information](#)
- [Request Delegates](#)
- [Request Preferences](#)
- [Request Approvers](#)
- [Favorite Attendees](#)
- [International Travel](#)

My Profile - Personal Information

Jump To:

- Personal Information
- Home Address
- Work Address
- Contact Info.
- Email Addresses
- Emergency Contact
- Travel Preferences
 - Air Travel Preferences
 - Hotel Preferences
 - Car Rental Preferences
 - Frequent-Traveler Programs
 - Unused Tickets
- International Travel: Passports and Visas



Under Personal Information, the dropdown menu at the top of the page allows you to jump to any of the Personal Information sections to quickly access the information you need to update—or you can scroll down the page.

My Profile - Personal Information

Jump To: Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

Title	First Name	Middle Name	Preferred Name	Last Name	Suffix
<input type="text" value=""/>	<input type="text" value="Christa"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Test"/>	<input type="text" value=""/>

Under the first section of the Personal Information page are your name details.

My Profile - Personal Information

Jump To:

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

Title	First Name	Name	Preferred Name	Last Name	Suffix
<input type="text" value=""/>	<input type="text" value="Christa"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Test"/>	<input type="text" value=""/>

The first and last name fields are entered automatically and cannot be changed,


My Profile - Personal Information

Jump To:

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

Title	First Name	Middle Name	Preferred Name	Last Name	Suffix
<input type="text" value=""/>	<input type="text" value="Christa"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Test"/>	<input type="text" value=""/>



but the preferred name field is fillable.



My Profile - Personal Information

Jump To:

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

Title	First Name	Middle Name	Preferred Name	Last Name	Suffix
<input type="text" value=""/>	<input type="text" value="Christa"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Test"/>	<input type="text" value=""/>



Training Tip! For traveling purposes, make sure this preferred name is the legal name used on your travel documents to ensure that all travel registration corresponds with the IDs used for boarding.

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees
- International Travel

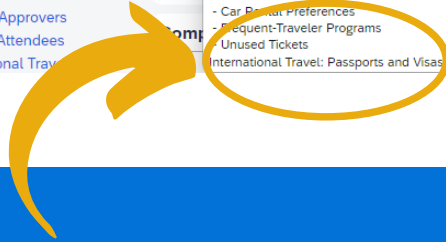
My Profile - Personal Information

Jump To:

Disable: Personal Information Home Address Work Address Contact Info. Email Addresses Emergency Contact Travel Preferences - Air Travel Preferences - Hotel Preferences - Car Rental Preferences - Frequent-Traveler Programs Unused Tickets International Travel: Passports and Visas

If there are errors in these fields, contact your company's travel administrator. (Updated and required) must be completed to save your profile.

Title: Preferred Name: Last Name: Suffix:



International travelers have the option on the Profile Settings Personal Information page to enter passport and visa info to include in reservations.

Travel Preferences

[Go to top](#)

International Travel: Passports and Visas

[Go to top](#)

Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.

Passports

[+ Add a Passport](#) I do not have a passport

International Visas

[+ Add a Visa](#)

Just click on the Add a Passport or Add a Visa option.

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Request Settings

- Request Information
- Request Delegates**
- Request Preferences
- Request Approvers
- Favorite Attendees
- International Travel

Expense Settings

- Expense Information
- Expense Delegates**

Request Delegates

Delegates Delegate For

Add **Save** **Delete**

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

Search by employee name, email address, employee id or login id

Add **Cancel**

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

<input type="checkbox"/>	Name	Can Prepare	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
--------------------------	------	-------------	-------------------	-----------------	-------------	-----------------------	--------------------------	--------------------------

No records found.

Either the Request Settings or Expense Settings section under the Profile Options page allows you to set up delegates.



Terminology:
delegate

delegate

a person with permission to create or approve a request/report for someone else; a person may be a delegate for others and have delegates for themselves

Delegates are individuals who have your permission to create requests or expense reports on your behalf or, if you are an approver in your department, individuals who may approve requests or reports on your behalf. More details on delegates are available in our delegate training.

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees
- International Travel

Expense Settings

- Expense Information
- Expense Delegates



same

It is important to note that, although there are individual links to delegates for requests and delegates for expenses, the request and expense delegates are not unique; assigning a delegate to requests assigns it to expenses as well and vice versa.

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers**
- Favorite Attendees
- International Travel

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers**
- Vehicle Configuration
- Favorite Attendees

Request Approvers

Default approver for your Requests

Request and expense settings also include sections for Request or Expense Approvers. Clicking on either of these links allows you to see who your default approvers are. The approvers are sourced from Human Resources and cannot be edited. If you notice an error or have questions, reach out to your department administrator.

Your Information

Personal Information
Company Information
Contact Information
Email Addresses

Request Settings

Request Information
Request Delegates
Request Preferences
Request Approvals
Favorite Attendees
International Travel

Expense Settings

Expense Information
Expense Delegates
Expense Preferences
Expense Approvals
Vehicle Configuration
Favorite Attendees

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.

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

Sign me up for...

Expense Assistant using this method:

Also, for both Request and Expense settings, you can set preferences for the email notifications you would like to receive for requests and/or expense reports.

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvals
- Favorite Attendees
- International Travel

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvals
- Vehicle Configuration
- Favorite Attendees

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

Sign me up for...

Expense Assistant using this method:



If you are an approver in your department for either requests or reports, you can set email prompts to notify you when a request or report is submitted, requiring approval.

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees
- International Travel

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Vehicle Configuration
- Favorite Attendees

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 sub

Sign me up for...

Expense Assistant using this method:



And, under Expense Settings, you can sign up for Expense Assistant. More details on Expense Assistant will be provided in our Expense Assistant training video.

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees
- International Travel

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Vehicle Configuration
- Favorite Attendees

Other Settings

- System Settings
- Concur Connect
- Change Password
- Concur Mobile Registration

System Settings

Regional Settings and Language

Default Language

Number Format

Placement of Currency Symbol

Negative Number Format

Negative Currency Format

Date Format

Time Format

Hour/Minute Separator

Time zone (local time)

Calendar Settings

Start week on

Start Day View At

End Day View At

Default View

Other Preferences

Rows per page

Appearance Settings

Customize the visual appearance of SAP Concur for increased contrast or for work in environments where low light is necessary or unavoidable.



The Systems Settings section of Profile Settings, under Other Settings near the bottom of the page, allows you to set such preferences as language, date and time, the number of rows of data that appear on the screen at one time, or the visual appearance of the Concur display.

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees
- International Travel

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Vehicle Configuration
- Favorite Attendees

Other Settings

- System Settings
- Concur Connect
- Change Password
- Concur Mobile Registration

System Settings

Regional Settings and Language

Default Language

Number Format

Placement of Currency Symbol

Negative Number Format

Negative Currency Format

Date Format

Time Format

Hour/Minute Separator

Time zone (local time)

Calendar Settings

Start week on

Start Day View At

End Day View At

Default View

Other Preferences

Rows per page

Appearance Settings

Customize the visual appearance of SAP Concur for increased contrast or for work in environments where low light is necessary or unavoidable.

And the Concur Mobile Registration

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees
- International Travel

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Vehicle Configuration
- Favorite Attendees

Other Settings

- System Settings
- Concur Connect
- Change Password
- Concur Mobile Registration

Reporting Settings

- Reporting Budget
- Notification Settings

SAP Concur Mobile App

Mobile Sign-in Policies

Your organization has set the following policies:

- You may sign into the mobile app using SSO or your username and password
- You may set up biometrics on your mobile device to make signing into the mobile app easier

Sign-in IDs

To sign into the app, you'll need a unique ID -- either your username, a verified email address, or your company's SSO code. You can use any of the IDs listed below.

Username

ChristaTest@k-state.edu.uat

Verified Email Addresses

You don't have any verified email addresses yet. Click **Edit** to verify one or more email addresses.

[Edit](#)

SSO Code

Your organization does not have an SSO code.

Download the app

Email a link to download the app on a mobile device:

[Send Link](#)



[View on App Store](#)



[View on Google Play](#)

provides details on accessing Concur's user-friendly mobile app.

Your Information

- [Personal Information](#)
- [Company Information](#)
- [Contact Information](#)
- [Email Addresses](#)

Request Settings

- [Request Information](#)
- [Request Delegates](#)
- [Request Preferences](#)
- [Request Approvers](#)
- [Favorite Attendees](#)
- [International Travel](#)

Expense Settings

- [Expense Information](#)
- [Expense Delegates](#)
- [Expense Preferences](#)
- [Expense Approvers](#)
- [Vehicle Configuration](#)
- [Favorite Attendees](#)

Other Settings

- [System Settings](#)
- [Concur Connect](#)
- [Change Password](#)
- [Concur Mobile Registration](#)

Reporting Settings

- [Reporting Budget](#)
- [Notification Settings](#)

Profile Options

Select one of the following to customize your user profile.

Personal Information

- [Personal Information](#)

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.

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?

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.

Vehicle Configuration

- [Vehicle Configuration](#)

Concur Mobile Registration

Set up access to Concur on your mobile device

This training content has introduced the primary profile settings within Concur. The Profile Options page includes additional settings sections not covered here. Feel free to explore the full range of settings options.