Please note that these instructions provide the minimum information needed in order to set up a profile in Concur. While inputting the required information is enough to allow you to make travel arrangements through the Concur website, you will likely find that it is beneficial to complete additional fields. For example, you may want to complete the Emergency Contact, Travel Preferences, TSA Pre Check and Passport fields in order to expedite the booking process. The more information you include in your profile, the easier booking will be.

1. Click the Book Travel link on the Financial Affairs website. http://fa.ucf.edu/



innovative business and technological solutions and sound fiscal stewardship.



For the safety of our community and to curtail the spread of COVID-19, our front desk open hours are currently from 10-5 Monday, Wednesday, and Thursday. The remainder of our staff is

Quick Links	
FAQ	Suppliers
Financial Affairs' frequently asked questions by department.	* Doing business with UCF * Vendor Payables
Procurement Card (PCard)	Travel
Providing an efficient means to streamline the procurement cycle for our employees.	* Book your UCF Travel via Concur Solutions * Travel Payables
Procurement Services	UCF Budget Model Redesign
Supporting academic and administrative departments in the timely procurement of goods and services.	Information about our collaborative initiative to develop a new transparent resource allocation model

2. Log in to Concur using your UCF single sign-on username and password.

Login to Concur Solutions	Concur Solutions
NID	You have asked to login to Concur Solutions
Password	What is my NID?
Password	NID Password Reset
Sign On	Trouble Signing On?

3. Click Profile Settings under the Profile drop down menu.

All of the information that will need to be input in order to create your profile and begin booking travel through Concur is located in the "Your Information" section.

4. Click Personal Information

_					Help 👻
SAP Concur 🖸	Travel Approvals	App Center			Profile 👻 💄
Profile Personal Infor Your Information Personal Information Company Information Contact Information Email Addresses Emergency Contact Credit Cards Travel Settings Travel Preferences Infernational Travel	mation System Setting: Profile Op Select one of the follow Personal Informatic Your nome address an Company Inare a location address. Credit Card Informat You can store your cre to re-enter it each time E-Beceint Activation	s Concur Mobile Registration Trav	el Vacation Reassignment System Settings Which time zone are you in clock? When does your wo Contact Information How can we contact you al Setup Travel Assistant You can allow other people and enter expenses for you Travel Profile Ontions	Knightro W. Knight Profile Settings Sig Profile Settings Si	n Out
International Travel Frequent-Traveler Program: Assistants/Arrangers Other Settings E-Receipt Activation System Settings Connected Apps Concur Connect Travel Vacation Reassignment Concur Mobile Registration	E-Receipt Activatio S Enable e-receipts to a participating vendors. Travel Vacation Re Going to be out of the manager.	n utomatically receive electronic receipts from assignment office? Configure your backup travel	Travel Profile Options Carrier, Hotel, Rental Car a Concur Mobile Registra Set up access to Concur of	and other travel-related preferences. ation n your mobile device	
SAP				SAP C	oncur 🖸

5. Verify that your first, middle and last names shown in the name section are identical to those on the photo identification you will be presenting at the airport.



Company Information

- 1. Input your employee id (this can be found on your Leave and Pay Exceptions Report).
- 2. Search for your supervisor's name under the manager section by clicking the blue box with three dots to the right of the field.
- Input your department or project name in the Department/Project field. Please note that there is a character limitation. If you need to abbreviate your Department/Project name, please use commonly known abbreviations.

Company Information	Go to top
Employee ID	
Manager[Required] Employee Position/Title	
Department/Project [Required]	
Save	

Contact Information

1. You must enter either a work or a home phone number. You may enter both if you choose.

Work Phone[Required**]	Work Extension	Work Fax	2nd Work Phone/Remote Office	
Home Phone[Required**]				ļ
:				
Pager	Other Phone			
Mobile Phone Country	Mobile Phone			
United States of America (+1)				
**You must specify either a hon	ne phone or a work phone.			

TSA Secure Flight

- 1. Select your gender
- 2. Input your date of birth in mm/dd/yyyy format.

nder its records notice. F VWW.TSA.GOV.	or more on TSA privacy p	policies or to vie	ew the records notice and the	he privacy impact assessm	ent, see the TSA's web site at	
Male Female	f Birth (mm/dd/yyyy)[Requir	ed] DHS Redre	ss No. Ø TSA Pre	Known Traveler Number@		
International Travel: P	assports and Visas					Go to top
Adding your passport in travel a little easier.	formation to your profile w	vill allow us to ir	nclude it in your reservation	s. Having this information i	n your reservation can make int	ernational
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Adding your passport in travel a little easier. Passports I do not have a passport Passport Nationality	formation to your profile w Passport Number	vill allow us to ir Date Issued	Place Issued (City, State)	s. Having this information i Country Issued	n your reservation can make int Passport Expiration	ernational

Assistants and Travel Arrangers (Optional)

If your travel will be booked by an assistant or a travel arranger, you must provide authorization under the Assistants and Travel Arrangers section.

1. Click on the Add an Assistant Link

Go to to
🔂 Add an Assista
,

- 2. Begin typing the name of the individual who will be authorized to book your travel. Select the individual once their contact information appears. The assistant must be an existing Concur user.
- 3. Check the box next to "Can book travel for me".

lease select the individuals ou would like to give permis or you.	within your organization that ssion to perform travel functions
Assistant	
Can book travel for me	
Is my primary assistant for	travel*
*Individuals/Groups with a their profile cannot be de for travel.	no work phone number in esignated as primary assistant

Credit Cards

You must have a credit card saved in your profile in order to book travel through Concur. If you have a university PCard, university related travel should be booked using this payment method. If booking will be completed by a travel arranger, you do not have to add a credit card. Travel may be booked using the travel arranger's card.

1. Click the "Add Credit Card" link to add a new credit card.

Credit Cards	Go to
You currently have the following credit cards saved with your profile.	Add a Credit C
Save	
Go to top	

2. Enter all required information in the Add a Credit Card form. Required information is denoted by an *.

Enter the appropriate information t	or the credit card you'd like to use below. Use the "Display	" Required Name" field to label the card so
you can easily identify and select i	t when using features that require a credit card transaction.	
Display Name (e.g., My Corporate Card)	* Your name as it appears on this card ³	k
Card Type *	Credit Card Number *	Expiration Date *
		8 💙 2018 💙
Lise this card as the default card fo		
Plane Tickets Reil Tickets	Car Rentals Hotal Reservations	
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Save your profile. You are now ready to begin booking travel via Concur.