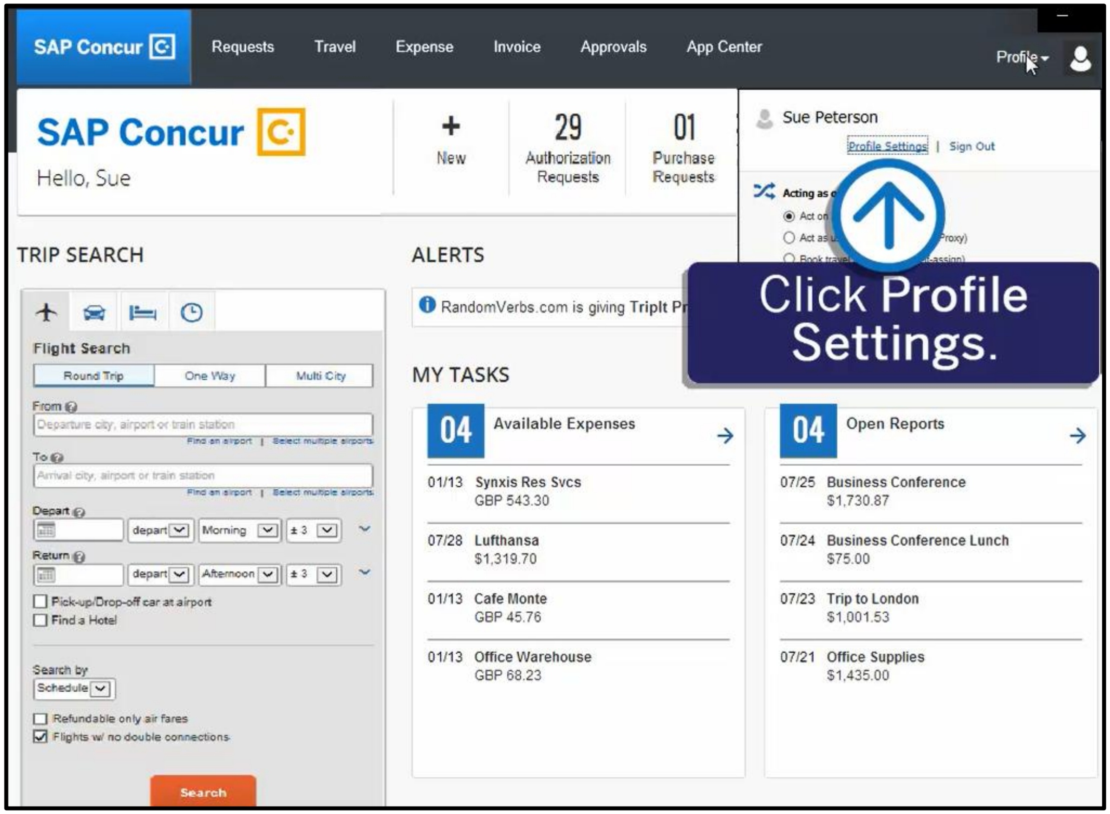
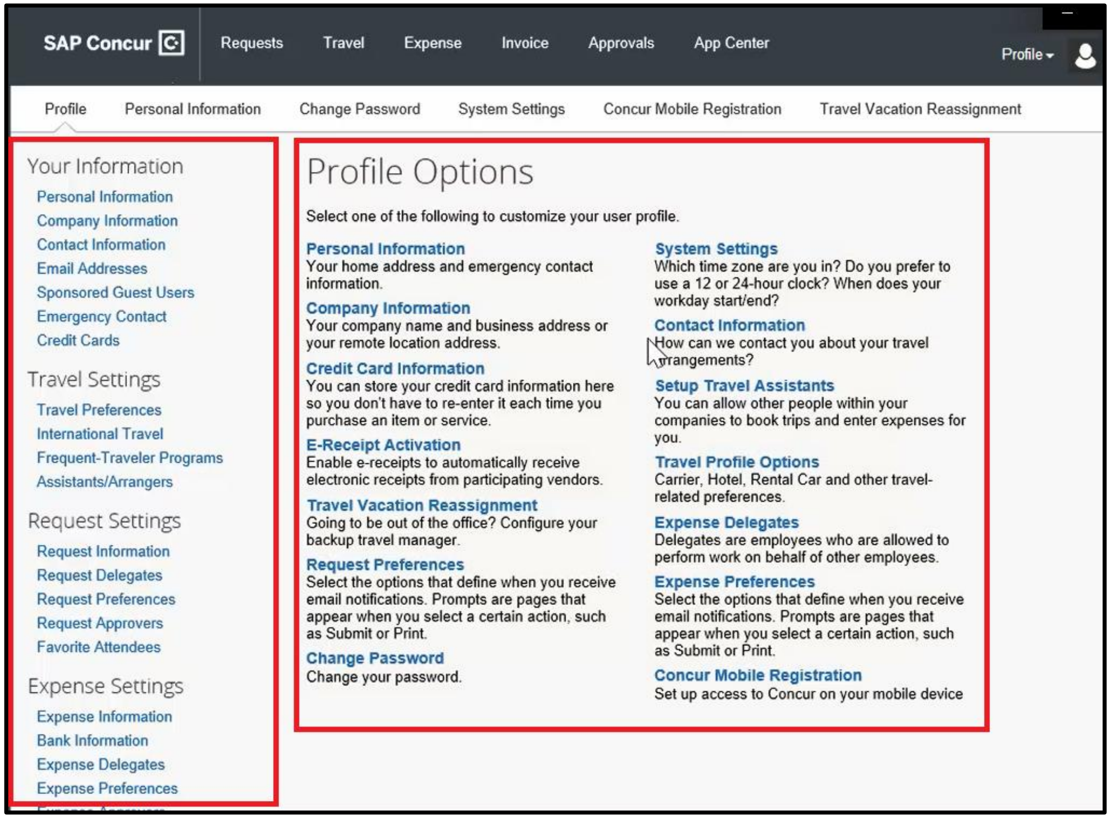
Updating Your Expense Profile

From your Expense profile, you can update information such as personal information, contact information, and emergency contacts. You can add your expense delegates, view the approvers for your expense reports, and add favorite attendees for your use in expense reports.

1. To access your Expense profile, from the **SAP Concur** home page, click **Profile**, and then click **Profile Settings**.



You will find the most common profile tasks on the **Profile Options** page. You can also use the menus on the left to select a setting to update.

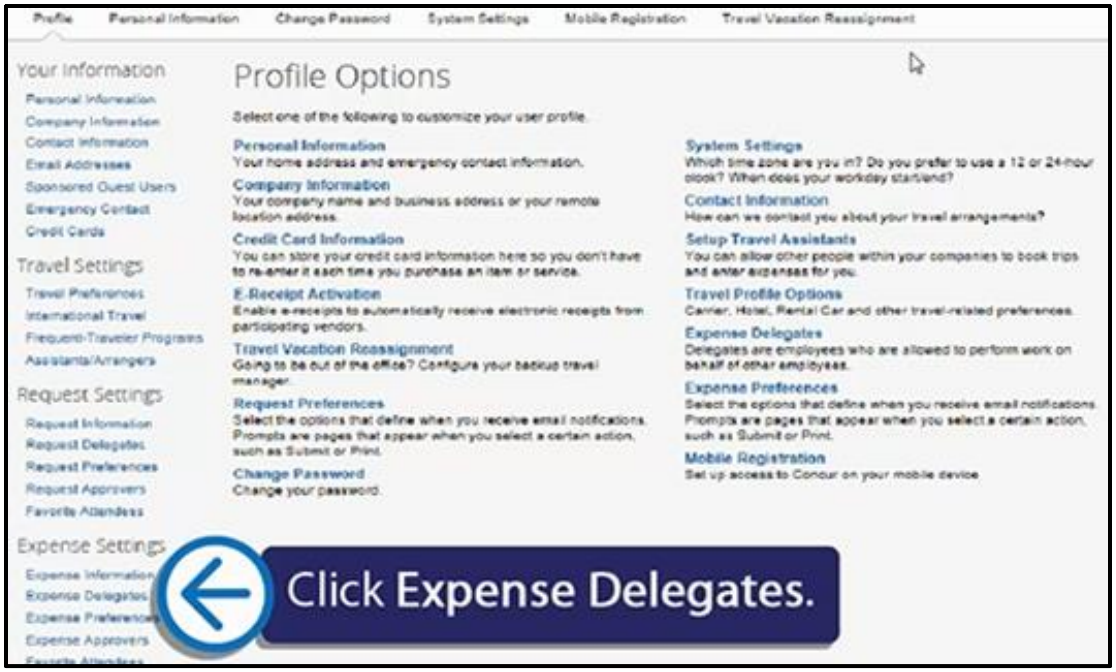


2. Use the following sections to start updating your Expense Profile:
    - **Your Information** - Review and update your personal information, contact information, and emergency contacts. Verify your Email addresses, and add or update credit cards that are available to use for purchases.
    - **Expense Settings** - Add expense delegates that can create, edit, and/or submit expense reports for you. View the approvers for your expense reports, and add favorite attendees for your use in expense reports.
    - **Other Settings** - Activate E-receipts, configure system settings, change your password, and register your mobile devices.

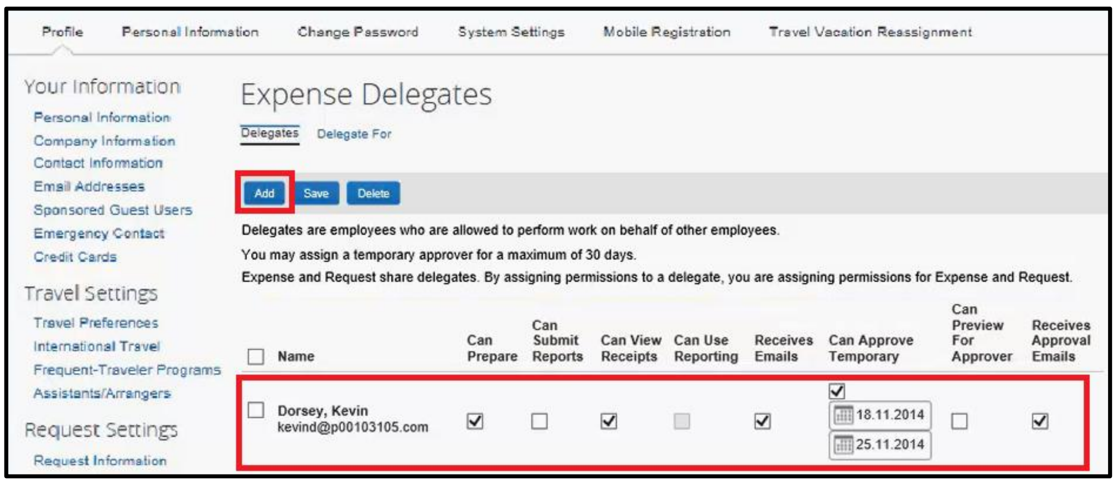
    In the following example, you will see how to add an expense delegate.

3. Click **Expense Delegates**.

   Expense delegates can create, edit, and/or submit expense reports for you.



4. Click **Add**, and then specify which tasks you want the delegate to perform on your behalf.



5. When you are finished adding your delegates, click **Done**.

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