

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**.

The screenshot displays the SAP Concur home page. At the top, there is a navigation bar with links for Requests, Travel, Expense, Invoice, Approvals, and App Center. The user's name, Sue Peterson, is visible in the top right corner, along with a Profile dropdown menu. A blue callout box with a white arrow points to the Profile dropdown menu, and a dark blue box with white text says "Click Profile Settings." Below the navigation bar, the main content area is divided into several sections: a "TRIP SEARCH" section with a flight search form, an "ALERTS" section with a notification about RandomVerbs.com, and a "MY TASKS" section with two task cards: "04 Available Expenses" and "04 Open Reports". The "Available Expenses" card lists several items with dates and amounts, and the "Open Reports" card lists several items with dates and amounts.

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.

SAP Concur | Requests | Travel | Expense | Invoice | 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
- Sponsored Guest Users
- 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
- Bank Information
- Expense Delegates
- Expense Preferences

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
Going to be out of the office? Configure your backup travel manager.

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.

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?

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.

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

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.

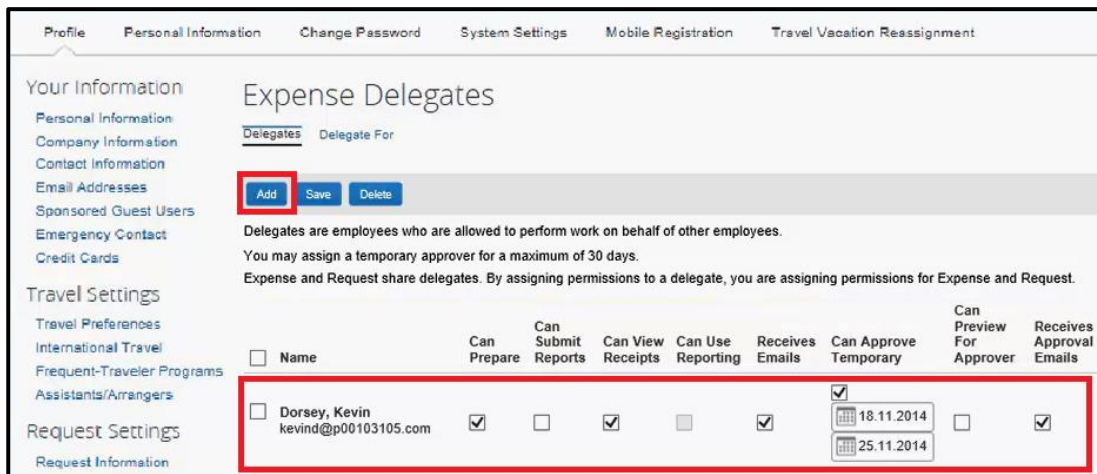
In the following example, you will see how to add an expense delegate.

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.