

University of Houston Concur Instructions

How to set up a new Concur user account

Employee Account

Go to PASS and click on Concur Travel Management icon.

If the employee is not already set up as a Concur user, the self-registration page will appear. Complete the required information and save. Then refer to instructions on how to set up expense delegates so the travel coordinator will be able to assist with your travel arrangements.

Non-Employee Account

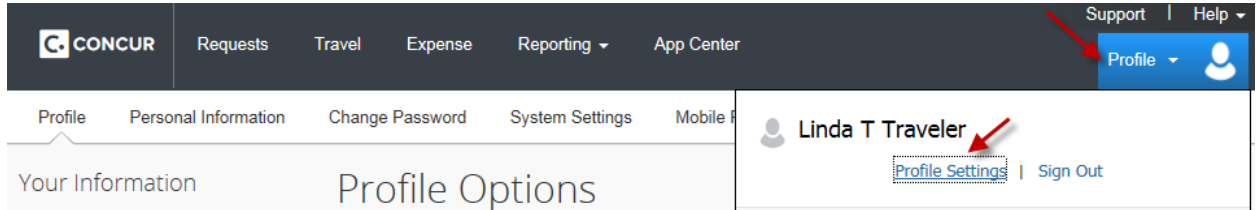
Contact the travel coordinator (Brenda Stevens, bstevens@uh.edu) to submit the Concur Non-Employee Access Form for all guests visiting the Department of Computer Science. It is required that a travel request is created for travel expenses that will be paid by UH or reimbursed to the guest.

University of Houston Concur Instructions

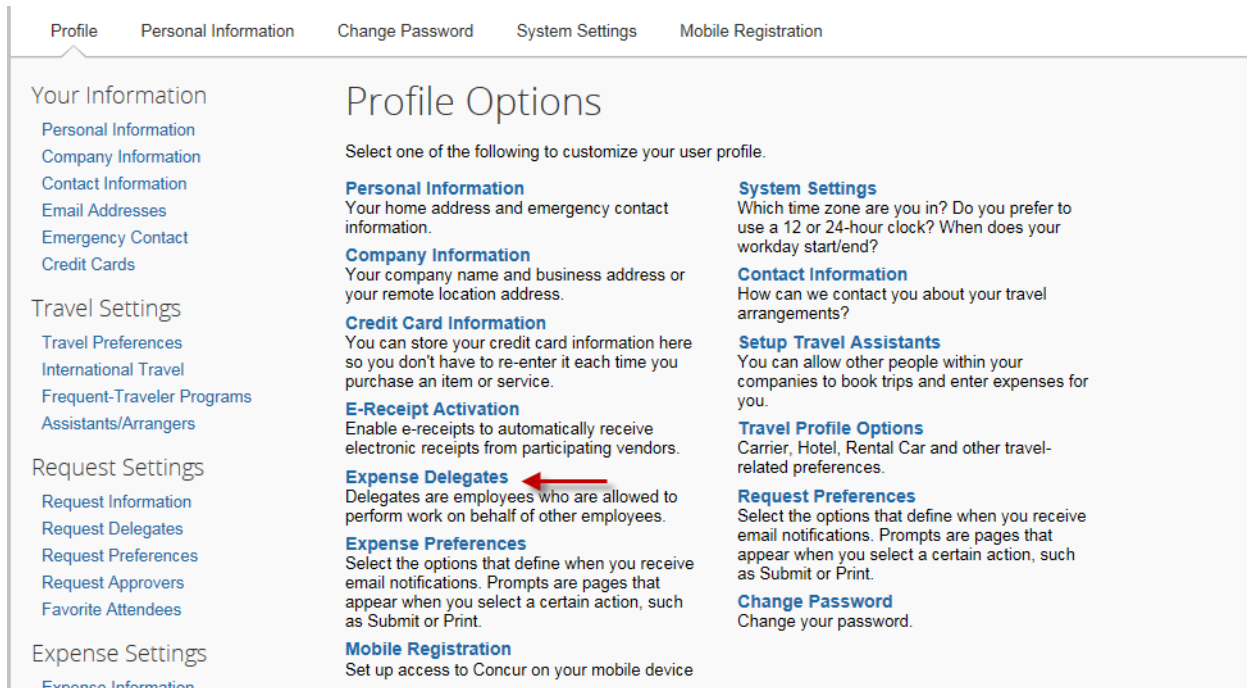
How to Select Delegates to Prepare TRs and/or Expense Report

Note: You can select delegates to prepare documents for you in this page. However, this page will not allow you to select delegates to approve other employee's documents on behalf of you. To select delegates to approve, complete "Concur Supplemental Form for Employee Access Updates" and submit it to Kirk Williams (kawilli4@central.uh.edu) or Catherine Chan (cchan@central.uh.edu).

Step 1: Login to Concur and click on "Profile", and click on "Profile Settings".



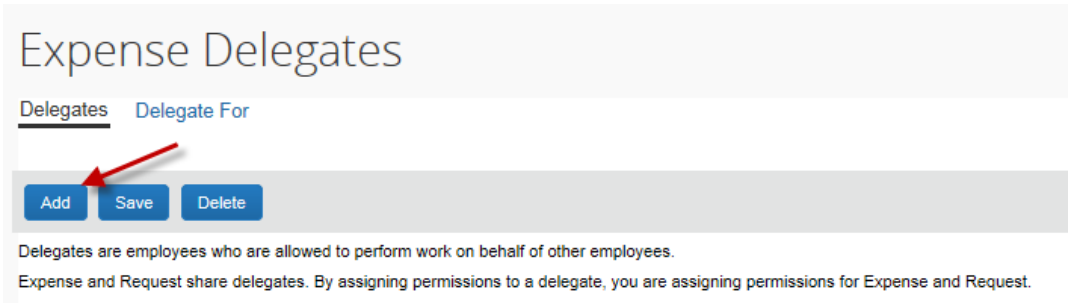
Step 2: On the menu, select "Expense Delegates"



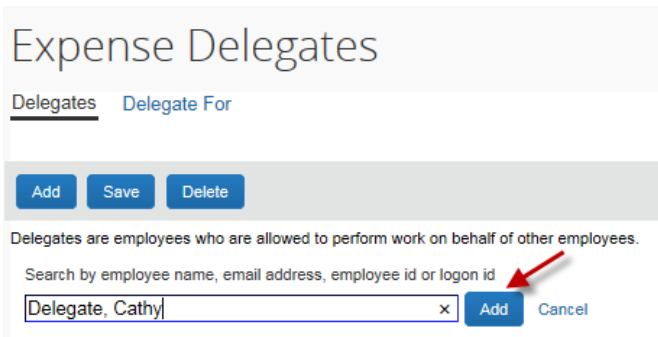
University of Houston Concur Instructions

How to Select Delegates to Prepare TRs and/or Expense Report

Step 3: You are now in the Expense Delegates page. Click on “Add”.



Step 4: Enter an employee who can prepare Travel Requests and/or Expense Reports for you. Then click on “Add”.



Choose:
Stevens, Brenda; bstevens@uh.edu
Davis, Debra; debbi@uh.edu

Step 5: Place a checkmark in the appropriate boxes. Then, click on “Save”.

