

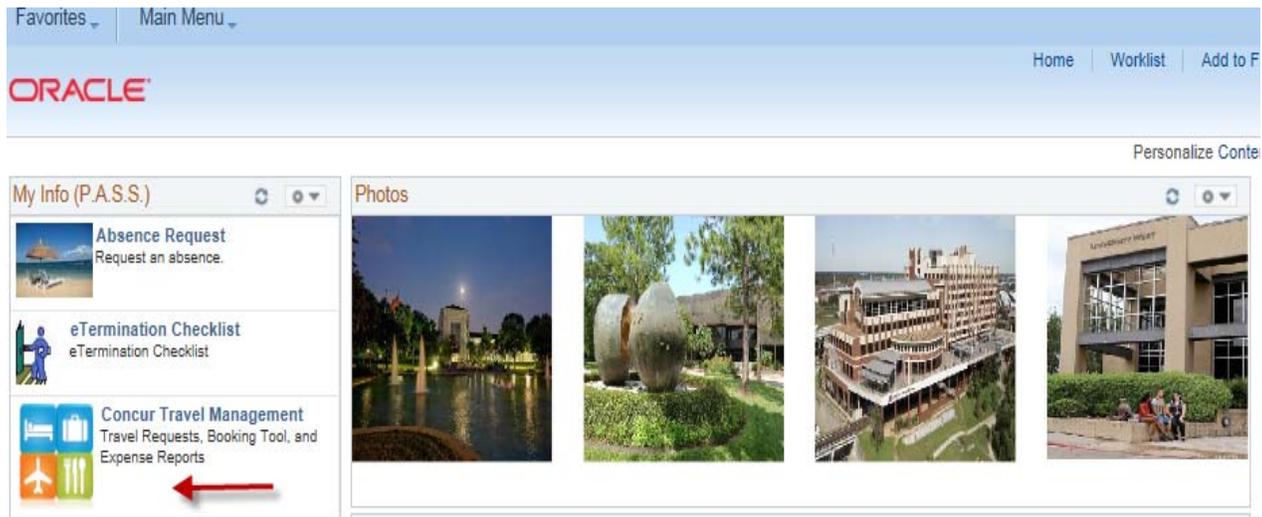
Greetings,

Concur Travel Management System implementation date is November 2, 2015.

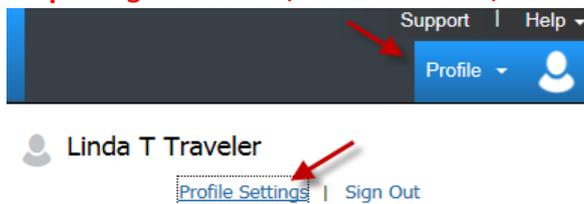
Concur Travel Management System will be used for all UH travel for employees, prospective employees, students, prospective students, university guests, contractors, and regents.

## What to do before you start using Concur?

**Step 1: To access Concur Travel Management, log in to P.A.S.S. and click on Concur Travel Management icon to Login.**



**Step 2: login to Concur, click on "Profile, and select "Profile Settings".**



**Step 3: Go to your travel profile and update your personal information and expense delegate**

## 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.

### 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.

### Mobile Registration

Set up access to Concur on your mobile device

### 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.

### 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.

**Step 4: Under Expense Delegates please assign Linda Robinson in your travel profile page**

**I. As your delegate to prepare your travel request and expense reports.**

## Expense Delegates

Delegates Delegate For

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

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

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 View Receipts	Can Use Reporting	Receives Emails	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Robinson, Linda lfrobinson@uh.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**II. As your travel arranger to purchase airfare, make reservations and other travel arrangements on your behalf.**

### Assistants and Travel Arrangers

[Go to top](#)

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Refuse Self Assigning Assistants

Your Assistants and Travel Arrangers

[\[+\] Add an Assistant](#)

Robinson, Linda F.	Can book travel? <input checked="" type="checkbox"/>	
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### For User Account Issues and Setting up delegates contact

Linda Robinson, [lfrobinson@uh.edu](mailto:lfrobinson@uh.edu), 713-743-3771

Seth Evans, [shevans@uh.edu](mailto:shevans@uh.edu), 713-743-3453