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.
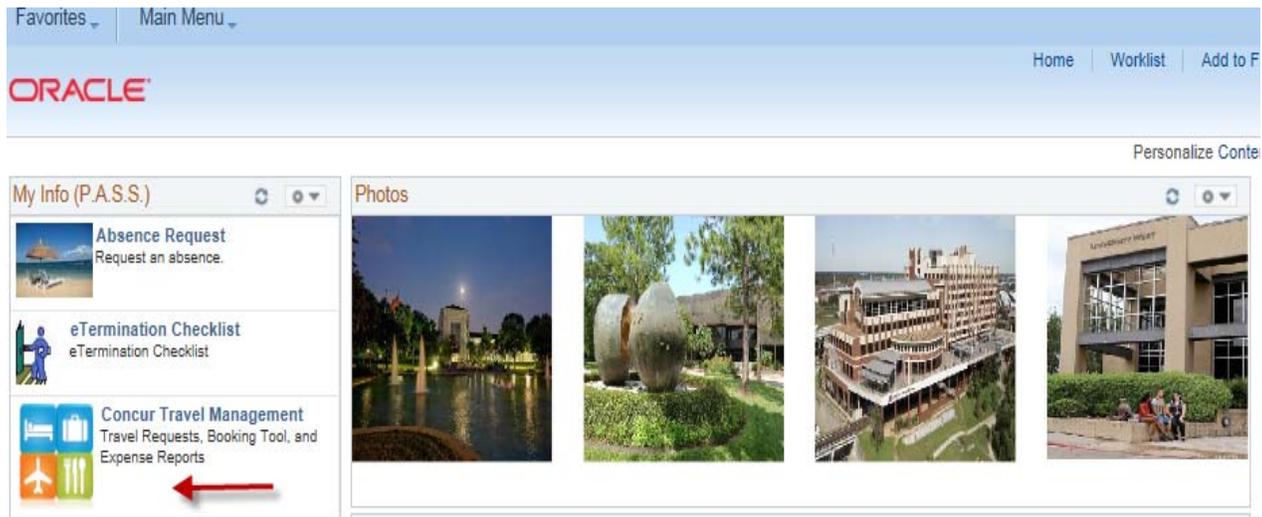
Step 2: login to Concur, click on "Profile, and select "Profile Settings".
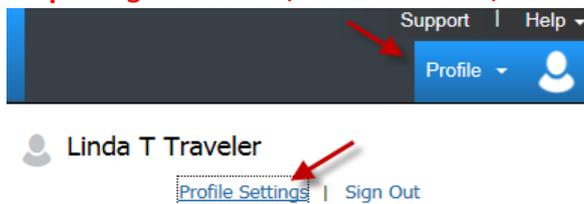
Step 3: Go to your travel profile and update your personal information and expense delegate

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

[Add] [Save] [Delete]

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

Linda Robinson	[Add] Cancel

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

	Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
☐	Robinson, Linda lfrobinson@uh.edu	✔	✔	☐	✔	☐	☐	☐

    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? ✅	✏️ 🗑️

For User Account Issues and Setting up delegates contact

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