GETTING STARTED



Concur allows Temple employees (Full & Part time Faculty and Staff, Post Docs) to book and manage travel related to business purposes.

Temple employees must use Concur for <u>ALL</u> reimbursement requests:

- Travel.
- Non-Travel Food (seminar dinners, etc.).
- Miscellaneous purchases not made on P-Card or through TUMarketplace (i.e., lumber at Home Depot, art supplies etc.).

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To get to Concur, log into TUPortal.temple.edu

On the left side of webpage under "TUApplications", click on the hyperlink to "Concur Travel and Expense".

First time users will need to set up their personal information in order to start using the application.

On the upper-right corner of the homepage you will find "Profile". Click on the word and a dropdown box will appear. Click on "Profile Setting".



Click on "Personal Information". You will be directed to a new screen where you will input your personal information, i.e., home address, emergency contact, travel preferences, etc.

You must complete any field marked [REQUIRED].

Your Information

Personal Information

Contact Information Email Addresses Emergency Contact Credit Cards

Travel Settings

Travel Preferences International Travel Frequent-Traveler Programs Assistants/Arrangers

Expense Settings

Expense Information Expense Delegates Expense Preferences Expense Approvers Personal Car Favorite Attendees

Other Settings

E-Receipt Activation System Settings Connected Apps Concur Connect Change Password Privacy Statement Travel Vacation Reassignment Mobile Registration

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.

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.

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.

Personal Car Personal Car

Mobile Registration Set up access to Concur on your mobile device