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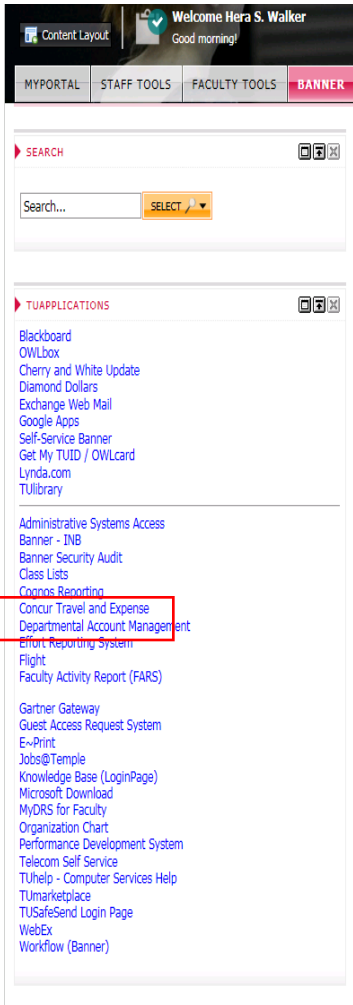
To get to Concur, log into TUPortal.temple.edu

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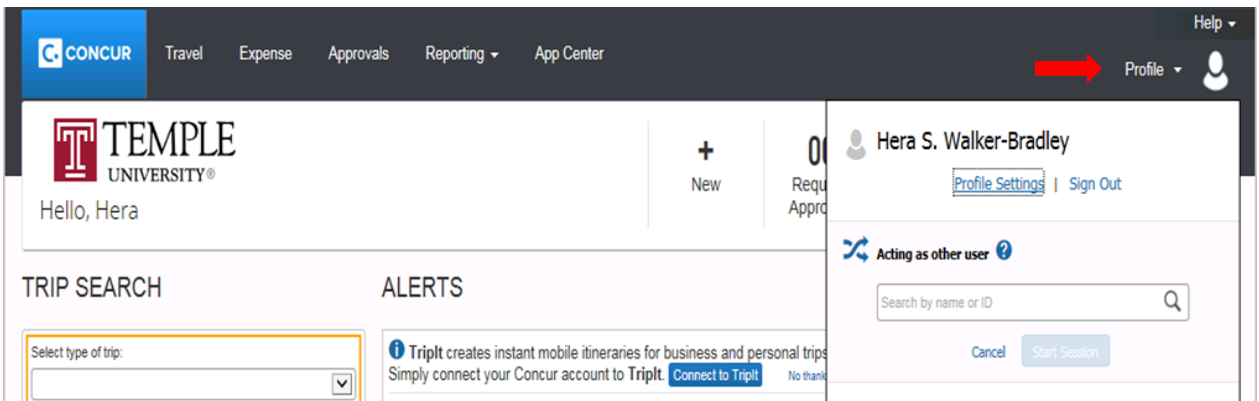
Click on "Personal Information". You will be directed to a new screen where you will input your personal information, i.e., home address, emergency contact, travel preferences, etc.

You must complete any field marked [REQUIRED].

Your Information

Personal Information
Company 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

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