udel.edu/concur

Log into Concur > Profile > Profile Settings > Personal Information

Verify that your name *exactly* matches the photo ID you will use to travel (passport or driver's license) **First and Last name are imported from the HR system.** Middle name needs to be entered by the user (once saved you would need to contact Ariadne Lopez to make any changes)

Company Information – Review for accuracy.

Work Address – Save any necessary changes. **This should be 30 E Main St Newark DE 19716**

Home Address – This section is optional.

Contact Information – *Either* a work or home phone number is required. You may enter both. You may register a mobile device to receive Safety and Business alerts.

Email Addresses – Add and verify any email addresses that you or any will use to send receipts or travel itineraries to Concur. *You will receive an email with a code that you will need to enter in order to complete the process.*

Optional Sections:

Emergency Contact	Travel Preferences
Frequent Traveler Programs	My Travel Network
Advantage Programs	Unused Tickets
Southwest Ticket Credits	TSA Secure Flight
International Travel	Assistants and Travel Arrangers – N/A

Credit Cards – Add your **UD Credit Card information** if applicable. Check the items that the card will be used for. The billing address should be 222 S Chapel St Newark DE 19716

✋ Don't forget to click the Save button.

Expense Delegates – Under Expense Setting section, click the Expense Delegate link.

1. Click the Add button

4. Click the Save button

2. Type "Lopez, Ariadne" and it should pop up in the drop down, click on the name and click add button.

3. Check the boxes for Can Prepare, Can Submit Requests and Can View Receipts only