

Manage Expenses Process Reports

Manage Expenses

ACTIVE REPORTS

+

Create New Report

THERE ARE NO ACTIVE EXPENSE REPORTS.
Click **Create New Report** to create a new report.

Shelley Lynn

[Profile Settings](#) | [Sign Out](#)

Acting as other user ?

[Cancel](#) [Start Session](#)

Profile Personal Information Change Password System Settings Concur Mobile Registration Concur Mobile Devices Travel Vacation Reassignment

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.
- 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.
- Settings**
What 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.
- 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.
- Concur Mobile Registration**
Set up access to Concur on your mobile device


STEP 1 / VALIDATE THAT PERSONAL INFORMATION IS CORRECT

My Profile - Personal Information

Jump To: Personal Information Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

[Change Picture](#) 

Important Note

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket. If name in profile needs correcting (does not match legal ID, please go to your Campus Portal (MyUNT or MyUNTHSC), under Human Resources, Change Name Request to correct.

Title	First Name	Middle Name	Nickname	Last Name	Suffix
<input type="text"/>	<input type="text" value="Shelley"/>	<input type="text" value="Lyn"/>	<input type="text"/>	<input type="text" value="Pavero"/>	<input type="text"/>

Company Information Go to top

Employee ID

Approver Org. Unit/Division Employee Position/Title

STEP 2 / USING DROP DOWN FOR "ASSIGNED LOCATION" ADD HOME BASE

IF LOCATION ADDRESS IS THE SAME AS THE ASSIGNED LOCATION ADDRESS CHECK BOX

IF NOT TYPE IN THE UNT BUILDING ADDRESS

SAVE CHANGES

Work Address Go to top

Company Name	Assigned Location
<input type="text" value="UNIVERSITY OF NORTH TEXAS"/>	<input type="text" value="Business Service Center (Denton, TX)"/>

Street
 Address same as assigned location

City	State/Province/Region
<input type="text" value="Denton"/>	<input type="text" value="TX"/>

Postal Code	Country
<input type="text" value="76205"/>	<input type="text" value="United States of America"/>

STEP 3 / CONFIRM HOME ADDRESS (ADDRESS DEFAULT TO ADDRESS ON FILE WITH HR)

MAKE ANY NECESSARY CHANGES

Home Address Go to top

Street
1525 Misty Gln

City: Corinth State/Province/Region: TX

Postal Code: 76210-3550 Country: United States of America

STEP 4 / CONCUR LOCATE INFORMATION

Contact Information Go to top

Work Phone [Required**]: 940/369-5514 Work Extension: Work Fax: 2nd Work Phone/Remote Office:

Home Phone [Required**]: 940/390-9031

Pager: Other Phone:

Concur Mobile Devices

Register and manage your mobile devices here.

Device Name: Add a new device »

Device Type: Unknown

Mobile Phone Number: 940390-9031

Primary Mobile Phone

I agree to receive recurring risk, safety and other business-related autodialed text messages to this number from my Providing Entity of the Risk Messaging Service

Message and data rates may apply
Frequency of text messages varies
Terms and Conditions and Processor Privacy Statement
Opt-out by replying STOP, or request more information by replying HELP. Agreement to receive an autodialed text is not a condition of purchasing a good or service.
If you opt-out, you may continue to receive emergency texts from your Providing Entity.

OK Cancel

****You must specify either a home phone or a work phone.**

SELECT "OK" IN MESSAGE BOX

VALIDATE WORK AND HOME PHONE NUMBERS / ADD ADDITIONAL NUMBERS AS NEEDED

"REGISTER AND MANAGE YOUR MOBILE DEVICES HERE"

NAME MOBILE DEVICE / I.E. SHELLEY'S CELL PHONE

DEVICE TYPE / FROM DROP DOWN MENU SELECT THE PHONE TYPE / I.E. IPHONE

MOBILE PHONE NUMBER / FROM DROP DOWN MENU SELECT COUNTRY AND VALIDATE MOBILE PHONE NUMBER

PRIMARY MOBILE PHONE / ENSURE BOX REMAINS CHECK (THIS IS THE NUMBER THE TRAVELER WISHES TO RECEIVE ALERTS ON

RISK MESSAGING AGREEMENT – OPT IN BY SELECTING OK

Contact Information Go to top

Work Phone [Required**] 940/369-5514	Work Extension	Work Fax	2nd Work Phone/Remote Office
Home Phone [Required**] 940/390-9031			
Pager	Other Phone		

Concur Mobile Devices

Register and manage your mobile devices here.

Device Name
SHELLEY'S CELL PHONE

Device Type
iPhone

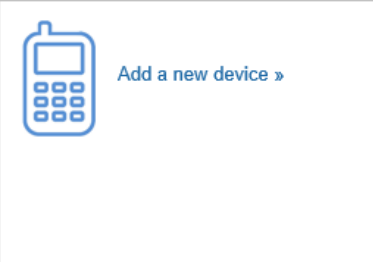
Mobile Phone Number
United State 940390-9031

Primary Mobile Phone

agree to receive recurring risk, safety and other business-related autodialed text messages to this number from my Providing Entity of the Risk Messaging Service

Message and data rates may apply
Frequency of text messages varies
[Terms and Conditions](#) and [Processor Privacy Statement](#)
Opt-out by replying STOP, or request more information by replying HELP. Agreement to receive an autodialed text is not a condition of purchasing a good or service.
If you opt-out, you may continue to receive emergency texts from your Providing Entity.

OK Cancel



****You must specify either a home phone or a work phone.**

Save

AFTER SELECTING "OK" SCREEN WILL LOOK LIKE

Contact Information Go to top


Work Phone **[Required**]** Work Extension Work Fax 2nd Work Phone/Remote Office

Home Phone **[Required**]**


Pager Other Phone

Concur Mobile Devices

Register and manage your mobile devices here.




SHELLEY'S CELL PHO x

 +1 940390-9031

Primary Mobile Phone

Use for Safety and Business Text Message Alerts

[Edit Device »](#)



[Add a new device »](#)

****You must specify either a home phone or a work phone.**

[Save](#)

STEP 5 / EMAIL ADDRESS

VERIFY EMAIL ADDRESS IS CORRECT (EMAIL ADDRESS DEFAULTS TO UNT EMAIL ADDRESS ON FILE WITH HR)

Email Addresses Go to top

Please add at least one email address.

- [▶ How do I add an email address?](#)
- [▶ Travel Arrangers / Delegates](#)
- [▶ Why should I verify my email address?](#)
- [▶ How do I verify my email address?](#)

[+ Add an email address](#)

	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	shelley.pavero@untsystem.edu	<input checked="" type="checkbox"/> Not Verified	Verify	Yes	


SELECT VERIFY / ENSURE EMAIL WAS RECEIVED / SELECT OK

Email Addresses Go to top

Please add at least one email address.

- [▶ How do I add an em](#)
- [▶ Travel Arrangers / D](#)
- [▶ Why should I verify r](#)
- [▶ How do I verify my e](#)

Verification Email Sent

 An email has been sent to this email address. Copy the Verification Code from the email and paste it into the "Enter Code" box below.

[OK](#)

	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	shelley.pavero@untsystem.edu	<input checked="" type="checkbox"/> Not Verified	Verify	Yes	Resend Cancel

[+ Add an email address](#)

Enter Code [OK](#)

CHECK EMAIL FOR CODE AND ENTER / SELECT OK

Email Addresses Go to top

Please add at least one email address.

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

[+ Add an email address](#)

	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	shelley.pavero@untsystem.edu	Check email for code	Resend Cancel	Yes	

Enter Code

COPY AND PAST ENTER CODE FROM EMAIL / EMAIL VERIFICATION STATUS = VERIFIED / SELECT OK

Email Addresses Go to top

Please add at least one email address.

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

[+ Add an email address](#)

Email Verification Status

Your email address has been verified.
You may now send receipts to Concur by emailing receipts@concur.com
You may now send trips to Concur by emailing plans@concur.com

	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	shelley.pavero@untsystem.edu	Verified	Disable Verification	Yes	

STEP 6 / COMPLETE EMERGENCY CONTACT INFORMATION

Emergency Contact Go to top

Name Relationship

Street Address same as employee

City State/Province/Region Postal Code

Country Phone Alternate Phone

STEP 7 / COMPLETE TRAVEL PREFERENCES

TRAVEL NETWORK / AGREE TO TERMS AND CONDITIONS

COMPLETE TSA SECURE FLIGHT INFORMATION (REQUIRED) - ONCE ENTERED THEN MASKED / SAVE

Travel Preferences Go to top

Eligible for the following discount travel rates/fare classes

AAA/CAA Government Military Senior/AARP

Air Travel Preferences ?

Seat Seat Section Special Meals Ticket Delivery

Preferred Departure Airport ? Other Air Travel Preferences Medical Alerts

Hotel Preferences


Room Type Smoking Preference Message to Hotel Vendor ?

Foam pillows Rollaway bed Crib

I prefer hotel that has:

a gym a pool a restaurant room service Early Check-in

Accessibility Needs

 Wheelchair access Blind accessible

Car Rental Preferences

Car Type Smoking Preference Car Transmission

In-car GPS system

Message to Car Rental Vendor ?

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs + Add a Program

No programs defined

My travel network, all your reward programs connected in one place

By connecting your reward programs, if you book with participating providers, you'll receive your negotiated rates and amenities, get e-receipts, and your travel plans any time on any device, using Concur or Triplt.

Important [terms and conditions](#) apply.

Concur must share information with travel partners as part of connecting your accounts. Learn more about how your information is [shared](#) and [e-receipts](#).

By clicking "I Agree" below, you agree to the terms above and acknowledge that you have reviewed the information on data sharing.

Unused Tickets

Southwest Ticket Credits

[+ Add Ticket Credit](#)

TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at WWW.TSA.GOV.

Gender **[Required]** Date of Birth (mm/dd/yyyy) **[Required]** DHS Redress No.  TSA Pre✓ Known Traveler Number 

Male Female

International Travel: Passports and Visas

[Go to top](#)

Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.

Passports

[+ Add a Passport](#)

I do not have a passport


International Visas

[+ Add a Visa](#)

COMPLETE AS DESIRED



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](#)

You currently have no assistants defined.



Save

Credit Cards Go to top

You currently have the following credit cards saved with your profile.

[+ Add a Credit Card](#)

You currently have no credit cards saved.

Save