

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

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

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
- Concur 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.

### 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

### System Settings

Which time zone are you in clock? When does your workday start?

### 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.

### 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.

### Personal Car

Personal Car



Martha Leticia Lucht

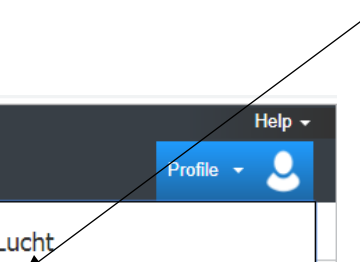
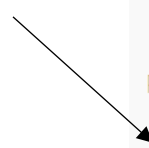
[Profile Settings](#) | [Sign Out](#)



Acting as other user ?

Choose a user

Cancel Start Session



Click add - -> Enter Administrative Assistant name/e-mail (Lucht, Martha - mlucht@purdue.edu )

The screenshot shows the SAP Concur 'Request Delegates' page. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', and 'App Center'. A 'Profile' dropdown menu is visible in the top right. The left sidebar contains 'Your Information' (Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, Credit Cards) and 'Travel Settings' (Travel Preferences, International Travel, Frequent-Traveler Programs, Assistants/Arrangers). The main content area is titled 'Request Delegates' and features a 'Delegates' tab with 'Add', 'Save', and 'Delete' buttons. Below this, there is a search field with the placeholder text 'Search by employee name, email address, employee id or login id' and an 'Add' button. A descriptive paragraph states: 'Delegates are employees who are allowed to perform work on behalf of other employees. Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.' Below the text is a table with columns: Name, Can Prepare, Can Submit Reports, Can Submit Requests, Can View Receipts, and Receives Emails. The table currently contains no data rows.

Check all the boxes that apply and click save

This screenshot shows the same 'Request Delegates' page as above, but with one delegate entry added. The 'Add' button has been clicked, and the new entry is visible in the table. The entry is for 'Lucht, Robert' with email 'LUCHT@PURDUE.EDU'. All permission checkboxes are checked. The 'Add' button is now disabled.

<input type="checkbox"/>	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Receives Emails
<input checked="" type="checkbox"/>	Lucht, Robert LUCHT@PURDUE.EDU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click add - -> Enter Administrative Assistant name/e-mail (Lucht, Martha - mlucht@purdue.edu)

The screenshot shows the 'Expense Delegates' page. At the top, there are navigation tabs: Profile, Personal Information, System Settings, and Concur Mobile Registration. On the left, there is a sidebar with sections: '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), and 'Request Settings'. The main content area has a title 'Expense Delegates' and two tabs: 'Delegates' and 'Delegate For'. Below the tabs are 'Add', 'Save', and 'Delete' buttons. A text box explains: 'Delegates are employees who are allowed to perform work on behalf of other employees.' Below this is a search field with the placeholder text 'Search by employee name, email address, employee id or login id' and 'Add' and 'Cancel' buttons. A note states: 'Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.' Below this is a table with columns: Name, Can Prepare, Can Submit Reports, Can Submit Requests, Can View Receipts, and Receives Emails. The table is currently empty, with the text 'No records found.' below it.

Check all the boxes that apply and click save

This screenshot shows the same 'Expense Delegates' page, but now with one delegate entry. The search field is empty. The table now contains one row for 'Lucht, Robert' with email 'LUCHT@PURDUE.EDU'. All checkboxes in the 'Can Prepare', 'Can Submit Reports', 'Can Submit Requests', 'Can View Receipts', and 'Receives Emails' columns are checked. The 'Add' button is highlighted with a red box, and an arrow points from the instruction above to it.

<input type="checkbox"/>	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Receives Emails
<input checked="" type="checkbox"/>	Lucht, Robert LUCHT@PURDUE.EDU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>