

PEFS Travel Approver Update

Before submitting new airfare requests please follow the below steps to change the travel approver in your profile.

- 1) Log into Concur - <https://idp.pennkey.upenn.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https%3a%2f%2fwww.concursolutions.com>
- 2) Click on the "PROFILE" icon in the upper right and choose "PROFILE SETTINGS".

The screenshot shows the SAP Concur Travel Home page. The browser address bar displays <https://www.concursolutions.com/travelhome.asp>. The page header includes the SAP Concur logo and navigation tabs for Travel, Expense, Approvals, and App Center. In the top right corner, a user profile dropdown menu is visible, with the 'Profile' label and a user icon circled in red. Below this, the user's name 'DONALD P. SOKALCZUK' is displayed, and the 'Profile Settings' link is also circled in red. The main content area features a 'Mixed Flight/Train Search' section with options for Round Trip, One Way, and Multi City, and a 'Welcome Penn Travelers!' section with various travel tips and contact information.

3) Click on "Company Information"

The screenshot shows a web browser window displaying the SAP Concur Profile Options page. The browser's address bar shows the URL https://www.concursolutions.com/profile/profile_user.asp. The page header includes the SAP Concur logo and navigation tabs for Travel, Expense, Approvals, and App Center. Below the header, there are sub-navigation links for Profile, Personal Information, Change Password, System Settings, and Concur Mobile Registration. The main content area is titled "Profile Options" and contains a list of settings categories. The "Company Information" link is circled in red. The footer of the page features the SAP logo and the text "SAP Concur" with a logo icon, and a link to the "Processor Privacy Statement".

SAP Concur | Travel | Expense | Approvals | App Center | Profile | Help

Profile | Personal Information | Change Password | System Settings | Concur Mobile Registration

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
- Bank Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees

Other Settings

- E-Receipt Activation
- System Settings
- Connected Apps
- Concur Connect
- Change Password
- Forgot Concur Mobile PIN
- 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 home 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.
- Bank Information**
Bank Information
- 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? 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.
- Change Password**
Change your password.

SAP | **SAP Concur**

Processor Privacy Statement

- 4) Click on the blue square next to the "TRAVEL APPROVER"

The screenshot shows a web browser window with the URL <https://www.concursolutions.com/profile/PersonalProfile.asp#CompanyInformation>. The page is titled "Company Information" and contains several sections for user profile data. A red circle highlights a blue square icon next to the "Travel Approver" dropdown menu in the "Company Information" section. The "Travel Approver" dropdown is currently set to "13 SEAS Annesia Sin". Below it, the "Affiliation" dropdown is set to "Faculty/Staff".

Company Information Go to top

If you are a Travel Approver, you may not select yourself as your Travel Approver

Employee ID: 10133263

Manager: ANNESIA SIN

Org. Unit/Division: [Dropdown]

Employee Position/Title: [Dropdown]

Travel Approver **[Required]**: 13 SEAS Annesia Sin

Affiliation: Faculty/Staff

SC: EAS

Save

Work Address Go to top

Company Name: University Of Pennsylvar. Assigned Location: Main Location (Philadelphia, PA)

Street: [Text Field] Address same as assigned location

City: [Text Field] State/Province: [Text Field]

Postal Code: [Text Field] Country/Region: United States of America

Save

Home Address Go to top

Street: 315 Glenwood Circle

City: Collingdale State/Province: PA

Postal Code: 19023 Country/Region: United States of America

Save

Contact Information Go to top

Work Phone **[Required**]**: 215-898-7106

Work Extension: [Text Field]

Work Fax: [Text Field]

2nd Work Phone/Remote Office: [Text Field] Home Phone **[Required**]**: [Text Field]

- 5) In the search field type "13" and click "SEARCH"
- 6) Scroll down and click "SELECT" next to "13 SEAS Annesia Sin"

7) Click on "SAVE" to complete the process.

The screenshot shows a web browser window with the URL <https://www.concursolutions.com/profile/PersonalProfile.asp#CompanyInformation>. The page displays a 'Company Information' form with the following fields:

- Employee ID:** 10133263
- Manager:** ANNESIA SIN
- Org. Unit/Division:** [Dropdown]
- Employee Position/Title:** [Dropdown]
- Travel Approver [Required]:** 13 SEAS Annesia Sin (highlighted with a red arrow)
- Affiliation:** Faculty/Staff
- SC:** EAS

A red circle highlights the **Save** button at the bottom of the form. Below the 'Company Information' section are sections for 'Work Address' and 'Home Address', each with their own 'Save' buttons. The 'Work Address' section includes fields for Company Name (University Of Pennsylvan...), Assigned Location (Main Location (Philadelphia, PA)), Street, City, State/Province, Postal Code, and Country/Region (United States of America). The 'Home Address' section includes fields for Street (315 Glenwood Circle), City (Collingdale), State/Province (PA), Postal Code (19023), and Country/Region (United States of America). At the bottom, the 'Contact Information' section includes a 'Work Phone [Required**]' field with the value 215-898-7106, and fields for 'Work Extension' and 'Work Fax'.