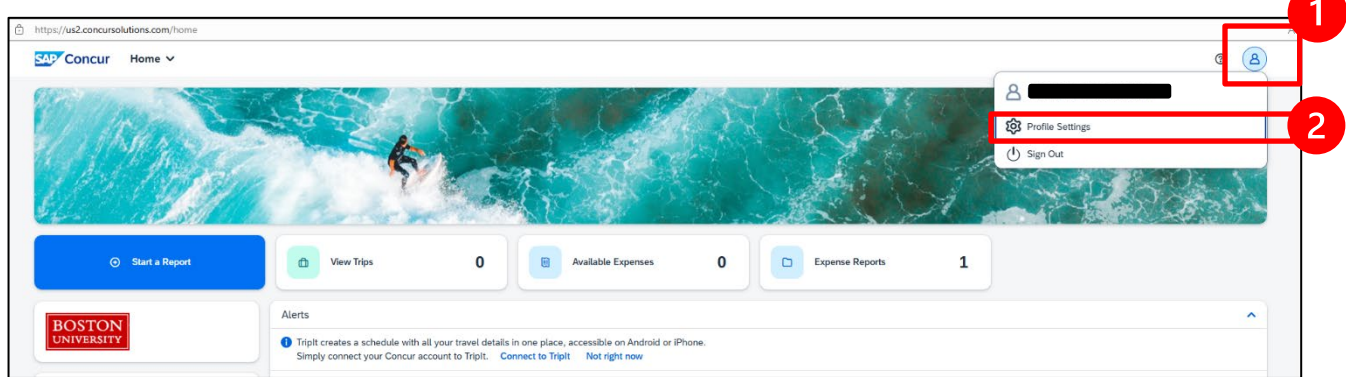


CONFIGURE EXPENSE EMAIL NOTIFICATIONS IN CONCUR

1. Click on the **Profile** icon in the top right of the Concur home page.
2. Select **Profile Settings** from the drop-down.



3. Click on **Expense Preferences**.

Your Information

- [Personal Information](#)
- [Company Information](#)
- [Contact Information](#)
- [Email Addresses](#)
- [Emergency Contact](#)
- [Credit Cards](#)

Travel Settings

- [Travel Preferences](#)
- [International Travel](#)
- [Frequent-Traveler Programs](#)

Request Settings

- [Request Information](#)
- [Request Delegates](#)
- [Request Preferences](#)
- [Request Approvers](#)
- [Favorite Attendees](#)

Expense Settings

- [Expense Information](#)
- [Expense Delegates](#)
- [Expense Preferences](#)
- [Expense Approvers](#)
- [Favorite Attendees](#)
- [Expense Credit Cards](#)

Other Settings

- [E-Receipt Activation](#)
- [System Settings](#)
- [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.

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.

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?

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 3
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.

- Select the options that define when you receive email notifications. Once complete, click **Save**.
 Note: "Prompts" are pages that appear when you select a certain action, such as Submit or Print.

The screenshot shows the SAP Concur Profile page with the 'Expense Preferences' section active. A red circle with the number '4' highlights the 'Save' button. The page includes sections for 'Your Information', 'Travel Settings', 'Request Settings', 'Send email when...', 'Prompt...', and 'Display...'. The 'Send email when...' section has several checked options: 'The status of an expense report changes', 'New company card transactions arrive', 'Faxed receipts are successfully received', and 'An expense report is submitted for approval'.

Configure Additional System Settings:

To adjust additional email notifications, navigate to the Profile Options page by following steps 1 and 2 above and then click on **System Settings**. Make selections as needed and click **Save** once complete.

The screenshot shows the SAP Concur Profile Options page. The 'System Settings' link is highlighted with a red box. The page includes sections for 'Your Information', 'Personal Information', and 'Company Information'. The 'System Settings' section contains the question: 'Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?'.

The screenshot shows the SAP Concur System Settings page. The 'Save' button at the bottom is highlighted with a red box. The page is divided into several sections: 'Regional Settings and Language', 'Calendar Settings', 'Calendar Sync Preferences', 'Other Preferences', 'Appearance Settings', and 'Email Notifications'. The 'Email Notifications' section has several checked options, including 'Send an email every time something is put in or removed from my approval queue' and 'Send a daily summary of Items in my queue'.