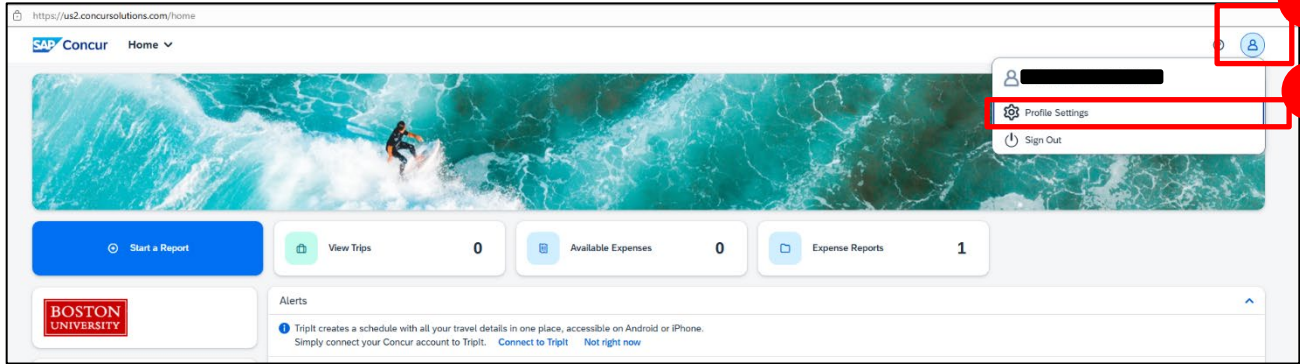


CONFIGURE REQUEST EMAIL NOTIFICATIONS IN CONCUR

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 **Request Preferences**.

<p>Your Information</p> <ul style="list-style-type: none"> Personal Information Company Information Contact Information Email Addresses Emergency Contact Credit Cards <p>Travel Settings</p> <ul style="list-style-type: none"> Travel Preferences International Travel Frequent-Traveler Programs <p>Request Settings</p> <ul style="list-style-type: none"> Request Information Request Delegates Request Preferences Request Approvers Favorite Attendees <p>Expense Settings</p> <ul style="list-style-type: none"> Expense Information Expense Delegates Expense Preferences Expense Approvers Favorite Attendees Expense Credit Cards <p>Other Settings</p> <ul style="list-style-type: none"> E-Receipt Activation System Settings Concur Connect Concur Mobile Registration 	<p>Profile Options</p> <p>Select one of the following to customize your user profile.</p> <p>Personal Information Your home address and emergency contact information.</p> <p>Company Information Your company name and business address or your remote location address.</p> <p>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.</p> <p>Travel Profile Options Carrier, Hotel, Rental Car and other travel related preferences.</p> <p>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.</p> <p>Concur Mobile Registration Set up access to Concur on your mobile device</p>	<p>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?</p> <p>Contact Information How can we contact you about your travel arrangements?</p> <p>E-Receipt Activation Enable e-receipts to automatically receive electronic receipts from participating vendors.</p> <p>Expense Delegates Delegates are employees who are allowed to perform work on behalf of other employees.</p> <p>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.</p>
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4. 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.

Your Information **Request Preferences**

Personal Information
Company Information
Contact Information
Email Addresses
Emergency Contact
Credit Cards

Travel Settings
Travel Preferences
International Travel
Frequent-Traveler Programs

Request Settings

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.

Send email when...

- The status of a request changes
- A request is submitted for approval

Prompt...

- For an approver when a request is submitted

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.

Your Information **Profile Options**

Personal Information
Company Information
Contact Information
Email Addresses
Emergency Contact
Credit Cards

Select one of the following to customize your user profile.

Personal Information
Your home address and emergency contact information.

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?

System Settings

Regional Settings and Language

Default Language: English (United States)
Number Format: 1,000.00
Placement of Currency Symbol: Before the amount
Negative Number Format: -100
Negative Currency Format: -100
mile/km: mile
Date Format: mm/dd/yyyy
Time Format: h:mm AM/PM
Hour/Minute Separator: : 04/29/2025 01:51 pm
Time zone (local time): (UTC-05:00) Eastern Time (US & Canada)

Calendar Settings

Start week on: Sunday
Start Day View At: 08:00 am
End Day View At: 08:00 pm
Default View: month

Calendar Sync Preferences

- Disable Calendar Integration
- Add ONLY Air and Rail to my calendar

Other Preferences

Home Page: [Dropdown]
Rows per page: 25

Appearance Settings

Customize the visual appearance of SAP Concur for increased contrast or for work in environments where low light is necessary or unavoidable.

Morning Horizon [Dropdown]

Email Notifications

- Send an email every time something is put in or removed from my approval queue
- Send a daily summary of items in my queue
- Let me know when one of my requests is approved or denied
- Send Confirmation Emails
- Send Trip-on-Hold Reminder Emails
- Send Ticketed Travel Reminder Email
- Send Cancellation Emails