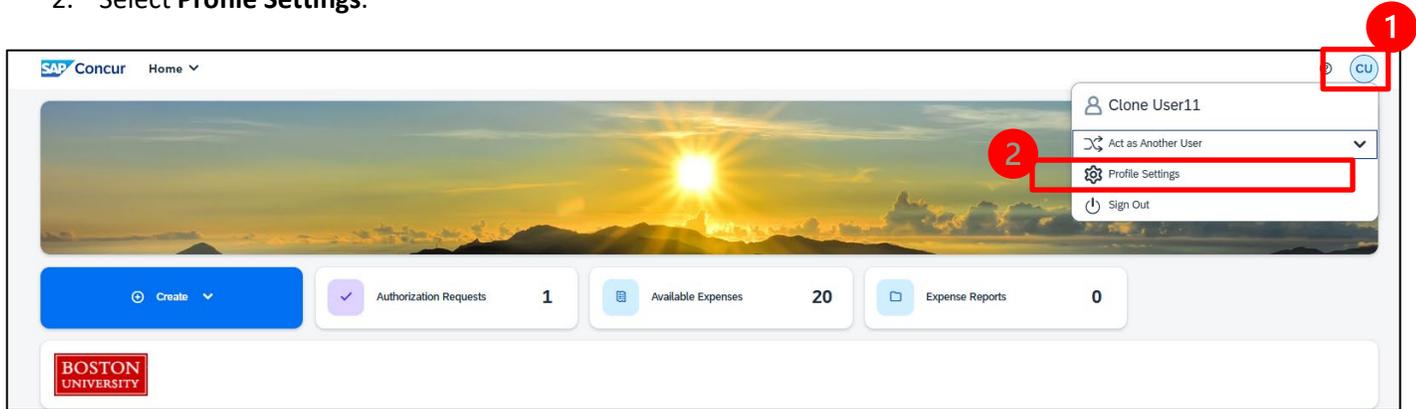


HOW TO ADJUST CONCUR EMAILS

1. Click on the profile icon in the top right corner of the Concur home page.
2. Select **Profile Settings**.



3. Select **Expense Preferences** from the Profile Options page.

<p>Your Information</p> <ul style="list-style-type: none">Personal InformationCompany InformationContact InformationEmail AddressesEmergency ContactCredit Cards <p>Travel Settings</p> <ul style="list-style-type: none">Travel PreferencesInternational TravelFrequent-Traveler ProgramsAssistants/Arrangers <p>Request Settings</p> <ul style="list-style-type: none">Request InformationRequest DelegatesRequest PreferencesRequest ApproversFavorite Attendees <p>Expense Settings</p> <ul style="list-style-type: none">Expense InformationExpense DelegatesExpense PreferencesExpense ApproversFavorite Attendees	<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>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>	<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>Setup Travel Assistants You can allow other people within your companies to book trips and enter expenses for you.</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>
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- Adjust email settings as needed by selecting the check boxes and click **Save**.

Your Information **Expense Preferences**

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

Save **Cancel**

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 an expense report changes
- New company card transactions arrive
- Faxed receipts are successfully received
- An expense report is submitted for approval
- A card feed import completes

Prompt...

- For an approver when an expense report is submitted

Display...

- Make the Single Day Itineraries page my default in the Travel Allowance wizard

- To adjust additional email notifications, follow above steps 1 & 2 but, at step 3, select **System Settings** from the Profile Options page instead of selecting "Expense Delegates." Adjust preferences for email notifications as desired and click **Save** to complete.

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:
Rows per page: 25

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

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

Save **Reset** **Cancel**