

Process Name:	Updating	User	Preferences
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STEP	DETAIL	
	Sign in to Concur - Navigate to travel.tcnj.edu - Click Concur from the menu - Click Concur Login	
	← → C the travel.tcnj.edu/concur/ Upcoming Training Events for Concur Travel System will be posted soon	
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	HOME TRAVEL POLICIES - CONCUR TRAVEL AGENCY HOW TO VIDEOS TOOLS & RESOURCES VISIT TCNJ Q	
	Concur Travel & Expense System	
	request and approval process, book actual travel arrangements and submit expense reports for reimbursement all in one place. The system provides an easy to use experience which will guide employees to make in policy travel decisions, gain transparency into travel spending and support travelers during their trips.	







			Profi	le * 💆
Profile Personal Informati	on System Settings Concur Mobile F	Registration Travel V	acation Reassignment	
Your Information	Profile Options			
Personal Information	Select one of the following to customize you	r user profile		
Contact Information	Personal Information		System Settings	
Email Addresses	Your home address and emergency contact	information.	Which time zone are you in? Do you prefer to use a 12 or 24-hour	
Emergency Contact	Company Information		clock? When does your workday start/end?	
Credit Cards	Your company name and business address	or your remote	Contact Information	
Travel Settings	location address.		How can we contact you about your travel arrangements?	
Travel Preferences	Credit Card Information You can store your credit card information by	ere so you don't have	E-Receipt Activation Enable e-receipts to automatically receive electronic receipts from	
International Travel	to re-enter it each time you purchase an iter	n or service.	participating vendors.	
- requester raveler riograllis	Travel Profile Options		Travel Vacation Reassignment	
Request Settings	Carrier, Hotel, Rental Car and other travel-rel	ated preferences.	Going to be out of the office? Configure your backup travel	
Request Information	Expense Delegates		manager.	
Request Preferences	Delegates are employees who are allowed to behalf of other employees.	o perform work on	Request Preterences Select the options that define when you receive email notifications.	
Request Approvers	Expense Preferences		Prompts are pages that appear when you select a certain action,	
Favorite Attendees	Select the options that define when you rece	eive email notifications.	such as Submit or Print.	
Expense Settings	Prompts are pages that appear when you se such as Submit or Print	elect a certain action,	Concur Mobile Registration	
Expense Information	such as outfine of think.		Our up access to concur on your mobile device	
Expense Delegates				
Expense Preferences				
Favorite Attendees				
Other Settings				
E-Receipt Activation				
System Settings				
Connected Apps				
Travel Vacation Reassignment				
Concur Mobile Registration				
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- 3. Home Phone (use Mobile)
- 4. Gender
- 5. Date of Birth

Note: You can add Emergency Contacts, Frequent Flyer/Hotel Rewards number, Passport information & TSA Pre-check In information for our contracted travel agent to access.

Click **Save** after all information is entered.

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	Southwest Ticket Credits
	Add Ticket Credit
	TSA Secure Flight
	The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at WWW.TSA.GOV.
1	Gender [Required] Date of Birth (mm/dd/yyyy)[Required] DHS Redress No.@ TSA Prev Known Traveler Number@
	Male • Female
	International Travel: Passports and Visas Go to top
	Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.
	Passports Add a Passport
	I do not have a passport
	International Visas 🕒 Add a Visa



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