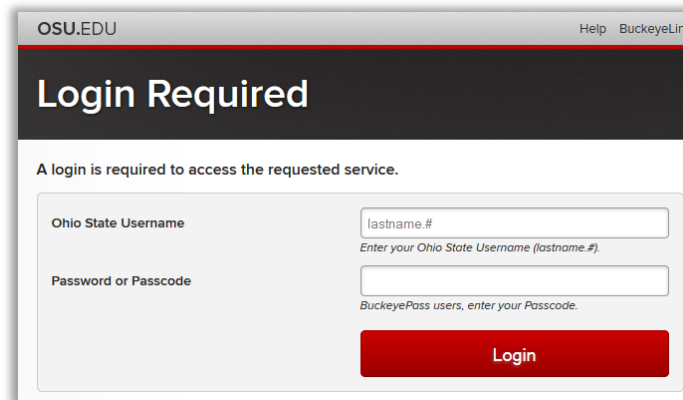


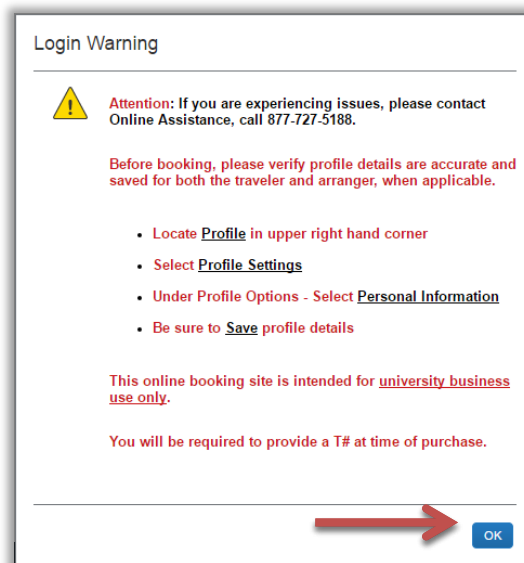
Completing Your Profile in Concur

Prior to being assigned as a Travel Assistant, or booking a trip you must complete your Concur Profile.

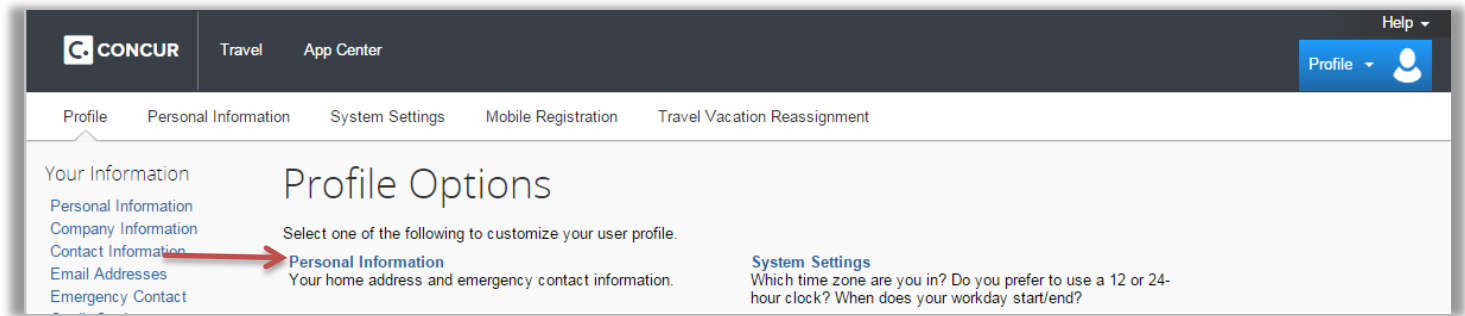
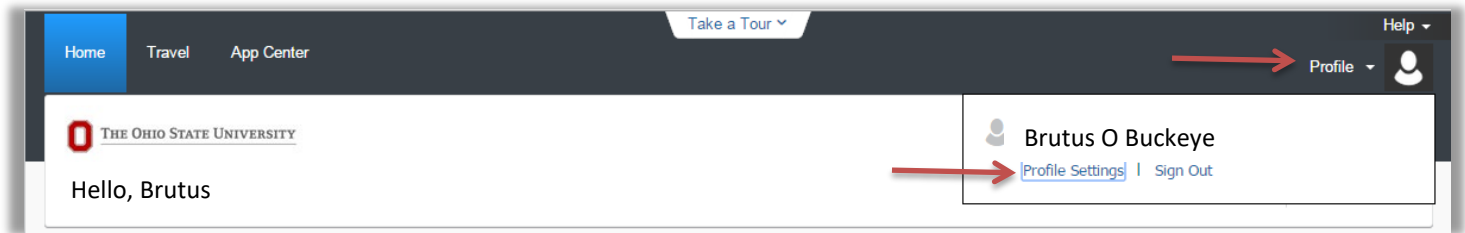
1. Navigate to the Concur tool via the OSU Travel website (busfin.osu.edu/buy-schedule-travel/travel)
 - Select “Book Travel Online”
 - You will then be prompted to enter your OSU login credentials, this is your *name.#* and associated password.



- After logging in you will receive a popup with important information to remember.
- Read the dialog box and then select “Ok”



2. Access your profile information by following the path below:
 - Select **Profile > Profile Settings > Personal Information**



3. Complete each section of your profile, then select “save” at the bottom of the page.

The remainder of this guide will look at each profile section in detail, highlighting important fields and information.

Name:

Verify that this information appears as it does on the photo ID with which you will be traveling, and update as necessary.

Important Note
Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

| | | | | | |
|----------------------|---|--------------------------------|----------------------|--------------------------------------|----------------------|
| Title | First Name [Required] | Middle Name [Required] | Nickname | Last Name [Required] | Suffix |
| <input type="text"/> | <input type="text" value="Brutus"/> | <input type="text" value="O"/> | <input type="text"/> | <input type="text" value="Buckeye"/> | <input type="text"/> |
| | <input type="checkbox"/> No Middle Name | | | | |

Company Information:

Verify that your employee ID is correct. If errors are found email the Travel Office (travel@osu.edu) before booking your trip.

Work Address:

Enter your work address.

Work Address Go to top

Company Name: Assigned Location:

Street: Address same as assigned location

City: State/Province/Region:

Postal Code: Country:

Home Address:

Enter your home address

Home Address Go to top

Street:

City: State/Province/Region:

Postal Code: Country:

Contact Information:

Enter your contact information.

Important: The "Work Phone" field is the phone number that the airline will call in the event of a flight change/delay/cancellation. It is highly recommended that the number listed in this box be your primary phone number.

Contact Information Go to top

Work Phone **[Required**]**: Work Extension: Work Fax: 2nd Work Phone/Remote Office:

Home Phone **[Required]**:

Pager: Other Phone:

Mobile Phone:

Email Addresses:

This section is where you can list the email addresses to receive Concur notifications.

If you have multiple Travel Assistants who should receive all of your notifications, ensure that their email addresses are listed in this section. Select “[+] Add an email address” for each additional email address.

| Email | Contact? |
|-------------------|----------|
| buckeye.1@osu.edu | Yes |

Emergency Contact:

Enter your Emergency Contact information.

Name [Required] Betsy Buckeye Relationship Spouse
Street 1739 N High Street Address same as employee
City Columbus State/Province/Region OH Postal Code 43210
Country United States of America Phone [Required] 614-999-9999 Alternate Phone

Travel Preferences:

This section allows you to set default travel preferences for Air Travel, Hotels, Car Rentals, and add travel rewards programs to your profile. See the [Travel Policy](#) for important stipulations regarding the use of travel rewards programs.

Lastly, this section also contains information required by the TSA in order to purchase your airfare. If you have a TSA PreCheck number you may provide it here.

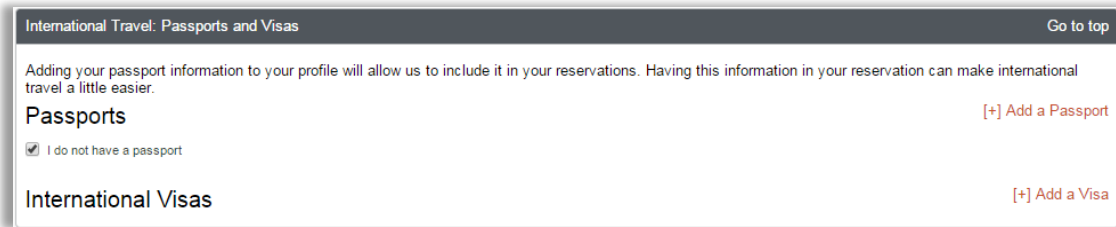
TSA Secure Flight

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.

Gender [Required] Male Female Date of Birth (mm/dd/yyyy) [Required] 09/25/1980 DHS Redress No. TSA Pre✓ Known Traveler Number

International Travel: Passports and Visas:

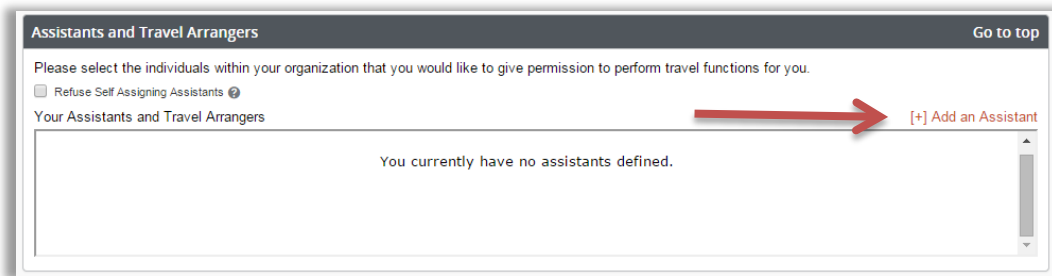
If applicable, Passport and Visa information may be added to this section.



Assistants and Travel Arrangers:

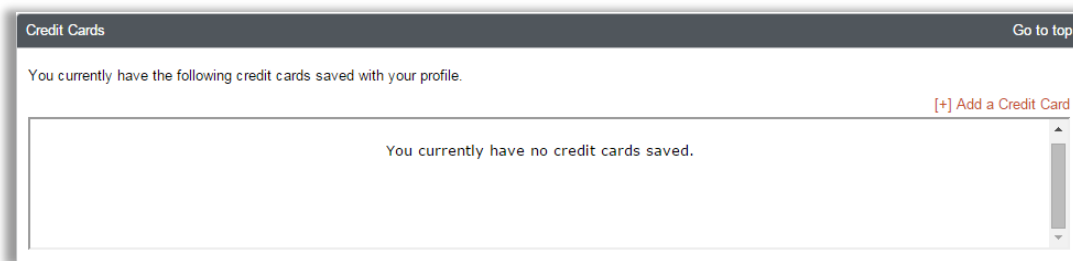
This section is where you can assign a Travel Assistant/Arranger. Select “[+] Add an Assistant” for each assistant you wish to assign.

Detailed instructions and important notes can be found in the job aid titled “Assigning a Travel Assistant,” located at busfin.osu.edu/buy-schedule-travel/travel.



Credit Cards:

If you wish to use the booking tool to hold hotel reservations or car rentals, you will need to enter a credit card into your profile.



If you have any questions, or need further assistance please contact the Travel Office at 614-292-9290 or travel@osu.edu.