

Updating Your Personal and Travel Information

Click **Initials** in the top-right corner of your Concur screen.

Click **Settings**.

Click **Personal Information** to review and update your profile.

Ann E. Employee

Settings

Sign Out

Your Information

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

*Confirm your **Work Address** (required).

*Enter your **Home Address** (required).

*Enter your **Contact Information**.
Either a **Work** or **Home** phone number is required.
A **Mobile** phone number is also required in case of travel alerts.

Follow the instructions to verify your VUMC **Email Address** with Concur (recommended).
Click **Add an email address** to also include a personal email (optional).

Enter the name, address and phone number of your **Emergency Contact** (recommended).

My Profile - Personal Information

Jump To: Personal Information

Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields,

Fields marked **[Required]** and **[Required**]** (validated and required) must be

Important Note

Your Name and Airport Security: Please make certain that the first, middle, the airport. Due to increased airport security, you may be turned away at the gate.

*Ensure your Full Name in Concur matches your government-issued photo ID used for travel. Corrections must be made by contacting HR.

Title First Name Middle Name **[Required]** Nickname Last Name Suffix
Ann E Employee
☐ No Middle Name

Company Information

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Manager Employee Position/Title
Sue P Ilisor Example - Training
Traveler Type Vanderbilt Guest
Staff
Save

Work Address

Go to top

Please confirm the address is correct and in proper format: omitting punctuation, special characters, and using the correct two letter state abbreviation.

Company Name Assigned Location
Vanderbilt University Baker Building (Nashville, TN)
Street
110 21st Avenue South ☐ Address same as assigned location
City State/Province/Region
Nashville TN
Postal Code Country
37203 United States of America
Save

Home Address

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Please confirm the address is correct and in proper format: omitting punctuation, special characters, and using the correct two letter state abbreviation. This is a required field and must be complete in order to book travel.

Street **[Required]**
123 Any Street
City **[Required]** State/Province/Region
My Town TN
Postal Code **[Required]** Country **[Required]**
00000 United States of America
Save

Contact Information

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Work Phone **[Required**]** Work Extension Work Fax 2nd Work Phone/Remote Office
(615)123-4567
Home Phone **[Required**]**
(615)456-7890
Mobile Phone **[Required**]** Send Test Message
United States of America (+1) (615)456-7890
**You must specify either a home phone or a work phone.
Save

Email Addresses

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Please add at least one email address.

[+] Add an email address

Email 1	Verification Status	Contact?
ann.e.employee@vanderbilt.edu	Verified	Yes

Emergency Contact

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Name Relationship
Charlie Employee Spouse
Street
123 Any Street ☒ Address same as employee
City State/Province/Region Postal Code
My Town TN 00000
Country Phone Alternate Phone
United States of America 615-765-4321
Save

*Required

Quick Guide: Updating Your Profile

Travel Preferences

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Eligible for the following discount travel rates/fare classes

☐ AAA/CAA ☐ Government ☐ Military ☐ Senior/AARP

Air Travel Preferences

Seat: Seat Section: Special Meals: Ticket Delivery:

Preferred Departure Airport: Other Air Travel Preferences: Medical Alerts:

Hotel Preferences

Room Type: Smoking Preference: Message to Hotel Vendor:

Enter any Air, Hotel and Car Rental preferences as desired (optional).

Travel Preferences

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Eligible for the following discount travel rates/fare classes

☐ AAA/CAA ☐ Government ☐ Military ☐ Senior/AARP

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs

[+] Add a Program

	Southwest Rapid Rewards	Search this vendor			
	US Airways Dividend Miles	Search this vendor			
	Avis Avis Wizard Enroll in Avis Preferred or Link your profile. Click Here	Search this vendor			
	Marriott (All) (EM) Marriott Rewards	Search this vendor			

You are automatically connecting to Concur travel partners

Unused Tickets

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 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] DHS Redress No. TSA Pre✓ Known Traveler Number

*Enter your Gender and Date of Birth for TSA Secure Flight (required). You may also enter your Known Traveler Number for TSA Pre-check/Global Entry.

International Travel: Passports and Visas

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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

☐ I do not have a passport

[+] Add a Passport

International Visas

[+] Add a Visa

Enter passport and visa information for international reservations (optional).

Assistants and Travel Arrangers

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Assistant(s) or travel arranger(s) can perform travel booking and travel profile updates on your behalf.

Please assign an Expense Delegate(s) to create expense reports and make changes to expense settings on your behalf.

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

☒ Refuse Self Assigning Assistants

Your Assistants and Travel Arrangers

[+] Add an Assistant

Tent, Ace S Can book travel? ☒

Click Add an Assistant to select another employee to make travel arrangements on your behalf (optional) – detailed instructions for assigning Travel Assistants and/or Expense Delegates are available [here](#).

Credit Cards

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You currently have the following credit cards saved with your profile.

[+] Add a Credit Card

	My Personal Credit Card	xxxx-xxxx-xxxx-1234	Exp: 12/2019					
	My Vanderbilt Card	xxxx-xxxx-xxxx-1234	Exp: 12/2019					

*Required

*Click Add a Credit Card to enter a credit card(s) to be used for travel reservations (required if traveling). Holders of T&E Cards should enter those cards here. Do not enter PCards in Concur.