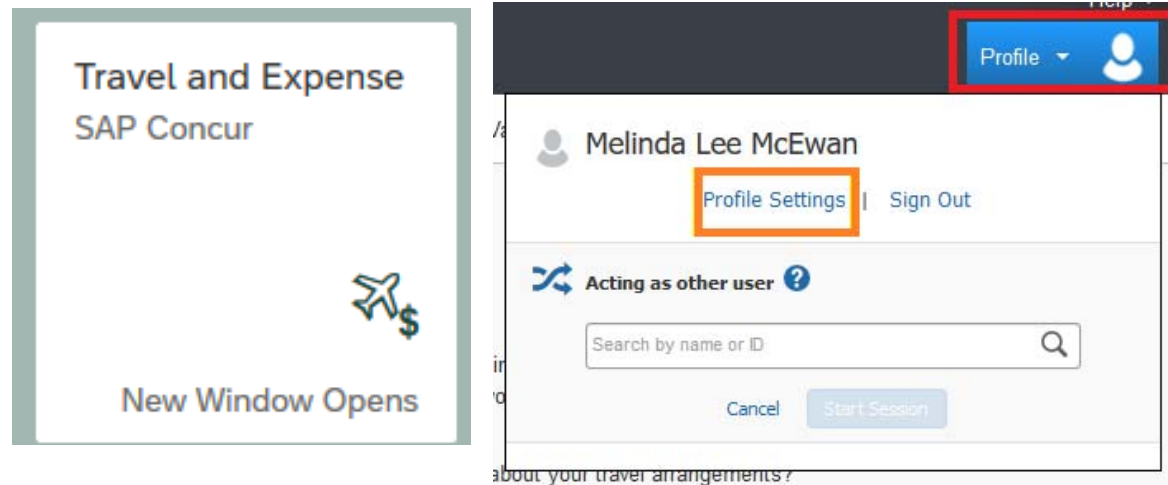


Getting Started

- Login to <https://ebs.msu.edu/>
- Click the tile for Travel and Expense, SAP Concur



The Travel and Expense tab will log you in to SAP Concur. You will then need to click on **profile**, then click on **Profile Settings**

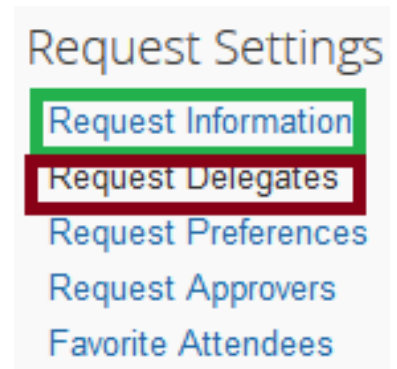
Complete all required information in Personal Information section

- Note: Name and company information should be pre populated (Contact HR if any of this information is not correct)
- Home Address
- Contact Information
- Email Address (You must verify your email address. Verify the email address that you can access when traveling!)
 - NOTE: Your “@msu.edu” email address has already populated your profile.
- Verifying your email address allows you to:
 - Email your receipts to receipts@concur.com.
 - Forward travel plans to plans@concur.com.
- Emergency Contact

Once this information has been updated click on **SAVE**

Request and Expense Settings

- From the Profile screen select “Request Information”
 - Verify this information is correct
- Select Request Delegates



Request and Expense Settings

Request Delegates

Delegates [Delegate For](#)

[Add](#) [Save](#) [Delete](#)

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or login id

[Add](#) [Cancel](#)

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Roy, Lisa lisaroy@msu.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Select the **ADD** button under the Delegates tab
- Type the name of the person you wish to add
 - The person will appear in a drop down list and you will need to select the correct person
- Select the appropriate check boxes to indicate what each delegate will be able to assist with
 - typically this includes prepare, book travel, submit request and view receipts
- Once you have added all of your delegates, **click Save**
- Information, Delegates, Preferences, and Approvers are shared between **Request and Expense Settings**.

Additional Settings

Other Settings

E-Receipt Activation

System Settings

Connected Apps

Concur Connect

Forgot Concur Mobile PIN

Travel Vacation Reassignment

Concur Mobile Registration

- **E-R eceipt Activation**
- Enables the auto collection of electronic receipts into the Concur application, from participating suppliers. Receiving e-receipts can save you time by pre-populating your expense report.
- Click **E-Receipt Activation** link from the profile page
- Accept E-Receipt Activation and Use Agreement.
- You will receive a confirmation that E-Receipts has been activated.