

Updating Your Personal and Travel Information

- 1 Click **Profile** in the top-right corner of your Concur screen.
- 2 Click **Profile Settings**.
- 3 Click **Personal Information** to review and update your profile.

Your Information

- Personal Information **3**
- Company Information
- Contact Information

1 Profile

2 Profile Settings | Sign Out

My Profile - Personal Information

Jump To: Personal Information

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, and last name in your profile matches the name on your government-issued photo ID used for travel. Due to increased airport security, you may be turned away at the airport. Corrections should be made through your Personal Information page in Oracle Cloud – instructions are available [here](#).

Title: First Name: Middle Name **[Required**]**:

Company Information Go to top

Manager: Employee Position/Title:
 Traveler Type: Vanderbilt Guest:

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:

Street: Address same as assigned location

City: State/Province/Region:

Postal Code: Country:

Home 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. This is a required field and must be complete in order to book travel.

Street **[Required]**:

City **[Required]**: State/Province/Region:

Postal Code **[Required]**: Country **[Required]**:

Contact Information Go to top

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

****You must specify either a home phone or a work phone.**

Email Addresses Go to top

Please add at least one email address. [+] Add an email address

Email 1	Verification Status	Contact?
ann.e.employee@vanderbilt.edu	<input checked="" type="checkbox"/> Verified <input type="button" value="Disable Verification"/>	<input type="checkbox"/> Yes

Emergency Contact Go to top

Name: Relationship:

Street: Address same as employee

City: State/Province/Region: Postal Code:

Country: Phone: Alternate Phone:

Ensure your Full Name in Concur matches your government-issued photo ID used for travel.

Corrections should be made through your **Personal Information** page in Oracle Cloud – instructions are available [here](#).

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 Vanderbilt **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).

Travel Preferences Go to top

Eligible for the following discount travel rates/fare classes
 AAA/CAA Government Military Senior/AARP

Frequent-Traveler Programs Go to top

Your Frequent Traveler, Driver, and Hotel Guest Programs [+] Add a Program

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

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, 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]** Date of Birth (mm/dd/yyyy) **[Required]** DHS Redress No. TSA Pre- 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

Assistants and Travel Arrangers Go to top

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? <input checked="" type="checkbox"/>	[+]	[X]
-------------	--	-----	-----

Credit Cards Go to top

You currently have the following credit cards saved with your profile. [+] Add a Credit Card

		My Personal Credit Card	xxxx-xxxx-xxxx-1114	Exp: 11/2015		[+]	[X]
		My Vanderbilt Card	xxxx-xxxx-xxxx-1114	Exp: 12/2014		[+]	[X]

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

Click **Add a Program** to enter any Frequent Traveler Programs into your profile (optional).

Confirm with the travel vendor that your name and other program account information matches your Concur profile exactly to ensure you receive credit (as appropriate).

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 – detailed instructions are available [here](#).

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

Click **Add an Assistant** to select another employee to make *travel arrangements* on your behalf (optional) – detailed instructions for assigning **Travel Assistants** [here](#).

Click **Add a Credit Card** to enter a credit card(s) to be used for travel reservations (required if traveling).

Holders of **One Cards** should enter your One Card here.

Expense Reporting and Reimbursement: Oracle Cloud Expense Module



You will report your out-of-pocket and One Card (if applicable) expenses and request reimbursements via the Oracle Cloud **Expenses** module.

The following guides are available on the [Resources for Employees/Line Managers](#) page of the [SkyVU](#) website to help you begin this process:

- [Creating and Submitting an Oracle Cloud Expense Report;](#)
- [Selecting an Expense Delegate;](#) and
- [Getting Started Guide: Oracle Fusion Expenses Mobile App.](#)

More training is available in the [Learning Exchange](#) – search **SkyVU Learning Program: Training for Vanderbilt Employees** in the blue **Find a Course** box and select **Enroll**.