

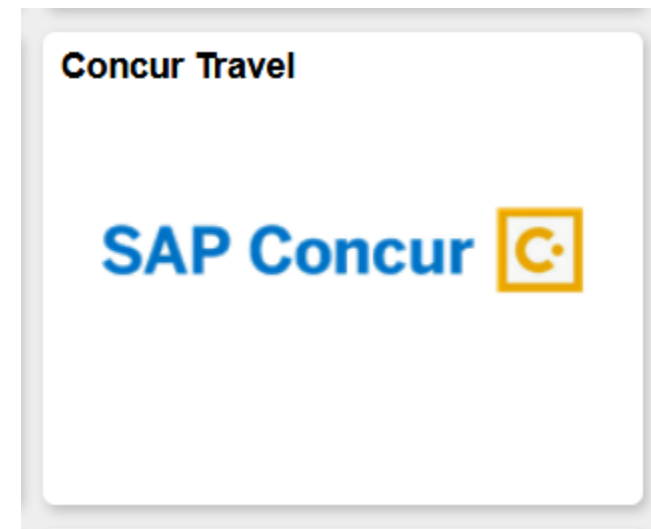
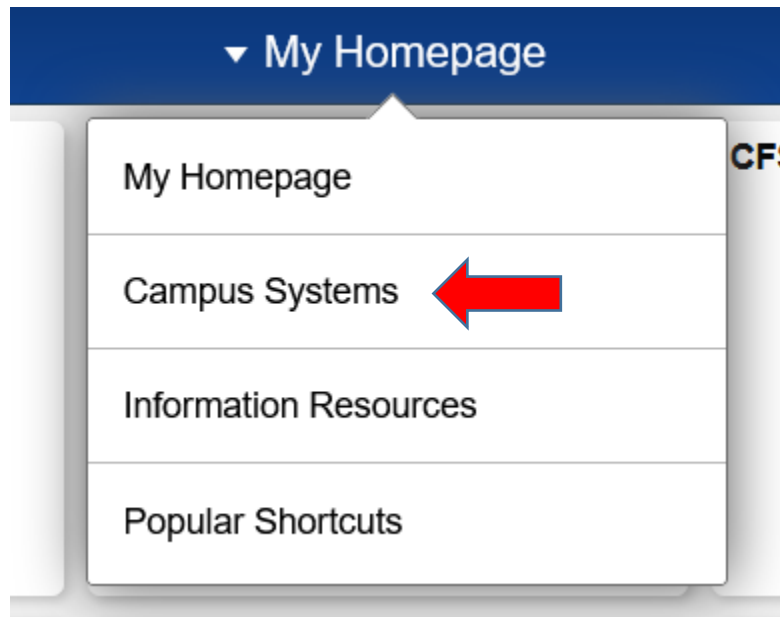
FRESNO STATE

Discovery. Diversity. Distinction.





Profile and Delegate


From “My Homepage,” go to “Campus Systems” and select the SAP Concur tile.




The dashboard has important information for your reference






RequestsTravelExpenseApp Center

Help 

Profile 




Hello,




Mixed Flight/Train Search

Round TripOne WayMulti City

From 

Departure city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

To 

Arrival city, airport or train station

[Find an airport](#) | [Select multiple airports](#)

Search

Show More


Or, tell us in your words what you want to do



e.g. flight from New York to Paris on Tuesday

Search

TRIP SEARCH

ALERTS

**Triplt** creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to **Triplt**. [Connect to Triplt](#) Not right now

**You haven't signed up to receive e-receipts.**  [Sign up here](#)

COMPANY NOTES

[Authorization to Drive on University Business](#)
Open and follow these detailed instructions above if you are paid faculty, staff, Foundation or a paid "student assistant."

[Driving Authorization Process For State Employees Instruction Sheet](#)

[Travel Alert Information](#)
All countries identified as high hazard or war risk by the Chancellor's Office of Risk Management, or locations with an active travel

Read more

MY TASKS

00

Open Requests

You currently have no active requests.

00

Available Expenses →

You currently have no available expenses.

00

Open Reports →

You currently have no open reports.

MY TRIPS (0)

→

You currently have no upcoming trips.

The dashboard provides links under “Travel Alert Information” and “High Hazard” for important information about international travel

The screenshot shows the official website of the U.S. Department of State, Bureau of Consular Affairs, specifically the "U.S. PASSPORTS & INTERNATIONAL TRAVEL" section. The top navigation bar includes links for "travel.state.gov", "U.S. Passports & International Travel", "Students Abroad", "U.S. Visa", "Intercountry Adoption", "International Parental Child Abduction", "Contact Us", and "Find U.S. Embassies & Consulates". The main header features the Department of State seal and the title "U.S. PASSPORTS & INTERNATIONAL TRAVEL". Below this is a search bar and a navigation menu with tabs: "Your U.S. Passport", "Before You Go", "Country Information", "While Abroad", and "Emergencies". A red box highlights the "Alerts and Warnings" section, which is the active page. The breadcrumb trail reads "travel.state.gov > Passports & International Travel > Alerts and Warnings". On the right side of the highlighted area, there are links for "Print" and "Email". The main heading is "Alerts and Warnings". Below this, there are two columns of information. The left column is titled "Travel Warnings" with a shield icon and explains that warnings are issued for countries with unstable government, civil war, or frequent terrorist attacks. The right column is titled "Travel Alerts" with a warning triangle icon and explains that alerts are issued for short-term events like election seasons, strikes, or health alerts. To the right of the "Alerts and Warnings" section, there is a yellow box titled "Learn About Your Destination" with a search input field and a "GO" button. Below that is a grey box titled "Enroll in STEP" with a blue checkmark icon and an "ENROLL" button.

travel.state.gov U.S. Passports & International Travel Students Abroad U.S. Visa Intercountry Adoption International Parental Child Abduction Contact Us Find U.S. Embassies & Consulates

U.S. PASSPORTS & INTERNATIONAL TRAVEL
U.S. DEPARTMENT OF STATE - BUREAU OF CONSULAR AFFAIRS

Your U.S. Passport Before You Go Country Information While Abroad Emergencies

travel.state.gov > Passports & International Travel > Alerts and Warnings

Print Email

Alerts and Warnings

Travel Warnings

We issue a Travel Warning when we want you to consider very carefully whether you should go to a country at all. Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. We want you to know the risks of traveling to these places and to strongly consider not going to them at all. Travel Warnings remain in place until the situation changes; some have been in effect for years.

Travel Alerts

We issue a Travel Alert for short-term events we think you should know about when planning travel to a country. Examples of reasons for issuing a Travel Alert might include an election season that is bound to have many strikes, demonstrations, or disturbances; a health alert like an outbreak of H1N1; or evidence of an elevated risk of terrorist attacks. When these short-term events are over, we cancel the Travel Alert.

Learn About Your Destination


Enter a Country or Area **GO**

Enroll in STEP

Enrolling in this free service will allow us to better assist you in case of an emergency while you are abroad.

ENROLL

Set up your profile settings to get started





Requests


Travel

Expense


App Center

Profile 


Help 




Hello,



Start a Request



Start a Report



Upload Receipts

00

Authorization Requests


00


Available Expenses


00


Open Reports


TRIP SEARCH












Mixed Flight/Train Search

Round Trip

One Way


Multi City

From 

Departure city, airport or train station

Find an airport

Select multiple airports

To 

Arrival city, airport or train station

Find an airport

Select multiple airports

Search

Show More

Or, tell us in your words what you want to do


e.g. flight from New York to Paris on Tuesday



Search

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Open Reports →

You currently have no open reports.

Start with your personal information

CONCUR

RequestsTravelExpenseApprovalsApp Center

Support | Help

Profile

ProfilePersonal InformationChange PasswordSystem SettingsMobile RegistrationTravel Vacation Reassignment

Your Information

[Personal Information](#)[Company Information](#)[Contact Information](#)[Email Addresses](#)[Emergency Contact](#)[Credit Cards](#)

Travel Settings

[Travel Preferences](#)[International Travel](#)[Frequent-Traveler Programs](#)[Assistants/Arrangers](#)

Request Settings


[Request Information](#)[Request Delegates](#)[Request Preferences](#)[Request Approvers](#)[Favorite Attendees](#)

My Profile - Personal Information

Jump To: Personal Information Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

 **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	Middle Name [Required]	Nickname	Last Name	Suffix
<div></div>	<div>Test-1</div>	<div></div>	<div></div>	<div>Traveler-1</div>	<div></div>
		<input type="checkbox"/> No Middle Name			

Company Information

Go to top

Employee ID

TravelerTest

All **Required**** fields must be completed

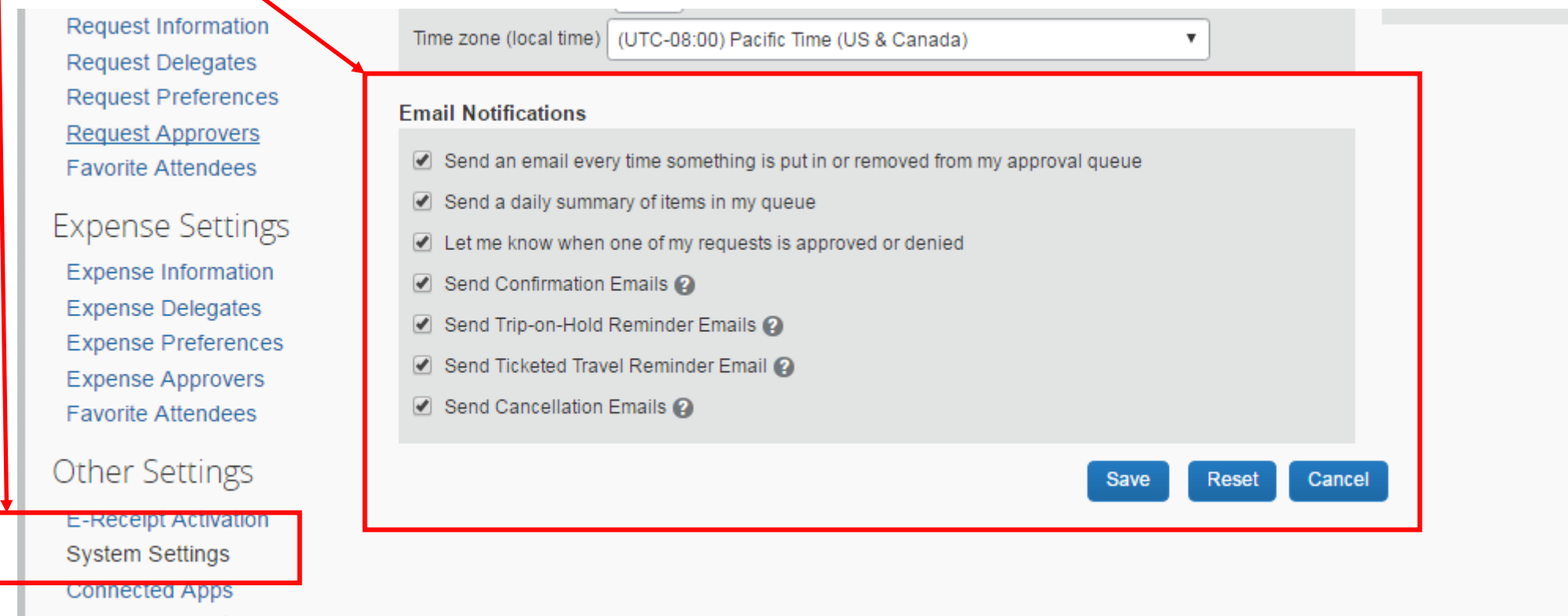
Contact Information[Go to top](#)

Work Phone [Required**]	Work Extension	Work Fax	2nd Work Phone/Remote Office
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone [Required**]			
<input type="text"/>			
Pager	Other Phone		
<input type="text"/>	<input type="text"/>		
Mobile Phone			
<input type="text"/>	<input type="text"/>		

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

Save

Customize your email notifications in System Settings



The screenshot shows a web interface for System Settings. On the left is a sidebar with a list of settings categories: Request Information, Request Delegates, Request Preferences, Request Approvers, Favorite Attendees, Expense Settings, Expense Information, Expense Delegates, Expense Preferences, Expense Approvers, Favorite Attendees, Other Settings, E-Receipt Activation, System Settings, and Connected Apps. The 'System Settings' item is highlighted with a red box. A red arrow points from the title 'Customize your email notifications in System Settings' to the 'Email Notifications' section in the main content area. The main content area has a header with 'Time zone (local time)' and a dropdown menu showing '(UTC-08:00) Pacific Time (US & Canada)'. Below this is the 'Email Notifications' section, which contains a list of seven checkboxes, all of which are checked. At the bottom right of this section are three buttons: 'Save', 'Reset', and 'Cancel'.

Request Information
Request Delegates
Request Preferences
Request Approvers
Favorite Attendees

Expense Settings
Expense Information
Expense Delegates
Expense Preferences
Expense Approvers
Favorite Attendees

Other Settings
E-Receipt Activation
System Settings
Connected Apps

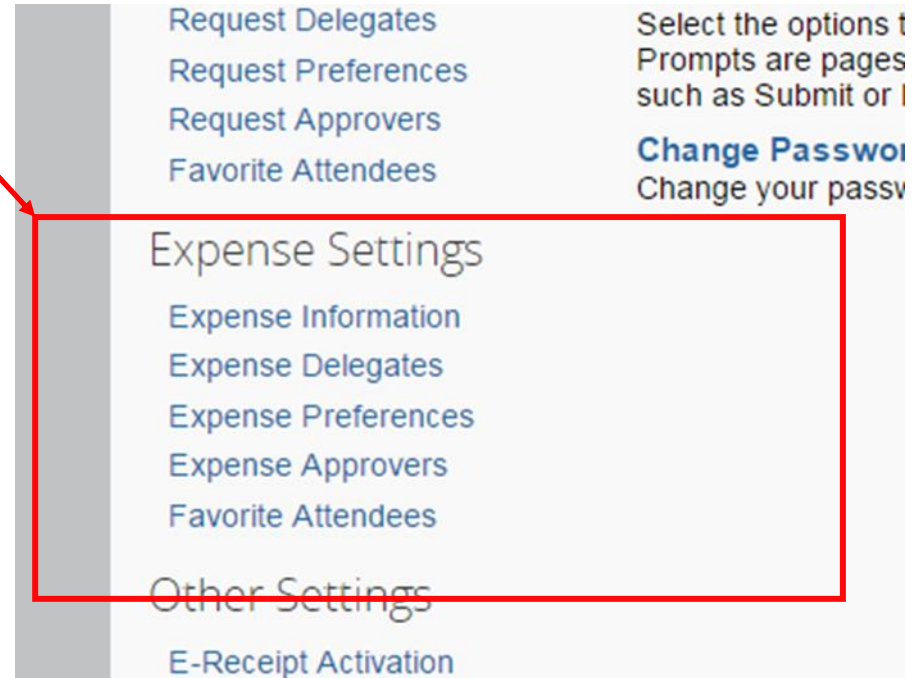
Time zone (local time) (UTC-08:00) Pacific Time (US & Canada) ▼

Email Notifications

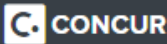
- ☒ Send an email every time something is put in or removed from my approval queue
- ☒ Send a daily summary of items in my queue
- ☒ Let me know when one of my requests is approved or denied
- ☒ Send Confirmation Emails ?
- ☒ Send Trip-on-Hold Reminder Emails ?
- ☒ Send Ticketed Travel Reminder Email ?
- ☒ Send Cancellation Emails ?

Save Reset Cancel

Establish your expense delegate by clicking here



Add your delegate and assign their permissions

 **CONCUR**

RequestsTravelExpenseApprovalsApp Center

Support | Help

Profile

ProfilePersonal InformationChange PasswordSystem SettingsMobile RegistrationTravel Vacation Reassignment

Your Information

[Personal Information](#)
[Company Information](#)
[Contact Information](#)
[Email Addresses](#)
[Emergency Contact](#)
[Credit Cards](#)

Travel Settings

[Travel Preferences](#)
[International Travel](#)
[Frequent-Traveler Programs](#)
[Assistants/Arrangers](#)

Request Settings

[Request Information](#)
[Request Delegates](#)

Expense Delegates

[Delegates](#) [Delegate For](#)

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

Delegates are employees who are allowed to perform work on behalf of other employees.
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 View Receipts	Receives Emails	Can Approve	Receives Approval Emails
<input type="checkbox"/>	Test Admin, Test Admin admintest@csufresno.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Definitions

- Concur is a travel and expense reimbursement and reporting system.
- A Request is the same as a Travel Application and is used for preapproval purposes only.
- An Expense Report is the same as a Travel Expense Claim and is used for reimbursements.
- The Approver is the Manager/Supervisor/Chair who typically approves your travel.
- The Cost Object Approver (COA) is the budget approver/analyst. This is the individual authorized to approve the use of department funds.
- A Delegate can create and/or view travel requests or expense reports on behalf of another employee.
- A Travel Arranger is an individual who can make travel reservations on behalf of another employee.

Things to Note

- Verify your Fresno State email in your profile so you can email your receipts to receipts@concur.com.
- Enable E-Receipt Activation in your Profile Settings to obtain e-receipts from participating suppliers.
- Keep original receipts until reimbursement for travel expenses have been received.
- Travel Approver has seven (7) business days to approve. After seven days, the report is automatically returned to the traveler to redirect for approval.



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Need help?

Marie Cuningham | (559) 278-2911 | mariec@csufresno.edu

Virginia Nevarez | (559) 278-2877 | vnevarez@csufresno.edu