

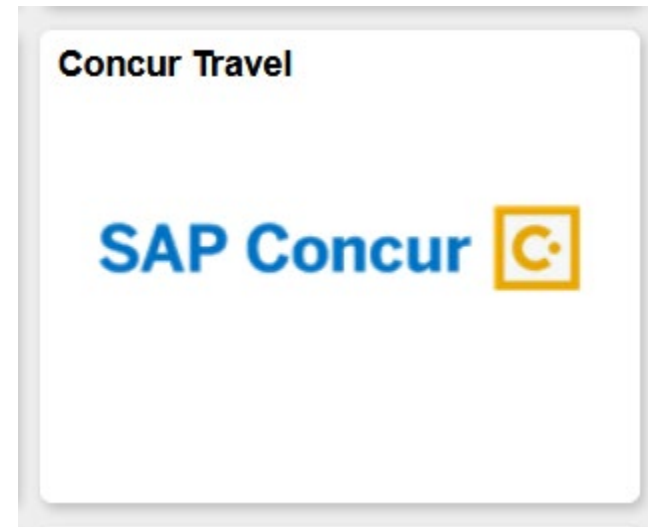
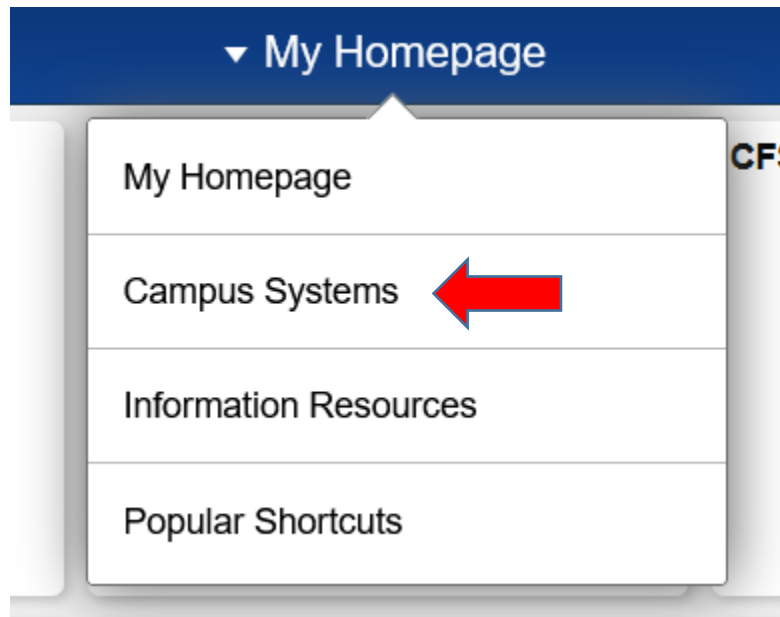
FRESNO STATE

Discovery. Diversity. Distinction.



Profile and Delegates

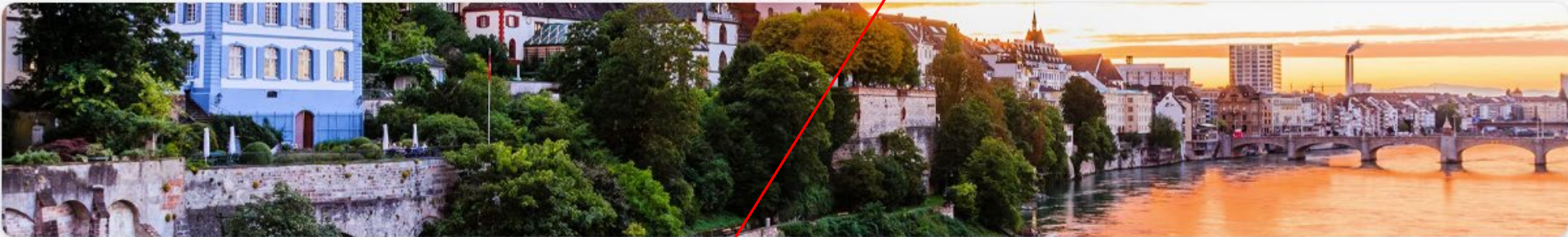
From “My Homepage,” go to “Campus Systems” and select the SAP Concur tile.



The Company Notes section has important information for your reference







Create

Authorization Requests0

View Trips0

Available Expenses0

Expense Reports0

Welcome to FRESNO STATE

Alerts



Is your driver's license REAL ID compliant? A new form of identification will be required for air travel within the U.S. starting May 7, 2025.

Click [here](#) for more information on REAL ID.

Flight 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

Company Notes

Student and Student Group Travel
CONCUR IS NOT FOR STUDENT OR STUDENT GROUP TRAVEL
For student or group travel, please continue using the paper Travel Expense Claims. Call **278-2911** for any questions.
[CLICK HERE](#) for our current Travel Policies and Procedures
All current travel policies and procedures are posted on the Accounting Services/Travel website.

Read More

Available Expenses

Expense Reports

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

The screenshot shows the U.S. Department of State's Bureau of Consular Affairs website. 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 U.S. Department of State seal and the title "U.S. PASSPORTS & INTERNATIONAL TRAVEL". A search bar is located on the right. Below the header is a navigation menu with tabs: "Your U.S. Passport", "Before You Go", "Country Information", "While Abroad", and "Emergencies". The "Alerts and Warnings" section is highlighted with a red box. It contains a breadcrumb trail: "travel.state.gov > Passports & International Travel > Alerts and Warnings". There are links for "Print" and "Email". The section is divided into two columns: "Travel Warnings" (marked with a red shield icon) and "Travel Alerts" (marked with a yellow warning triangle icon). The "Travel Warnings" column explains that warnings are issued for long-term risks like unstable government or civil war. The "Travel Alerts" column explains that alerts are issued for short-term events like election seasons or outbreaks. To the right of the "Alerts and Warnings" section 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.

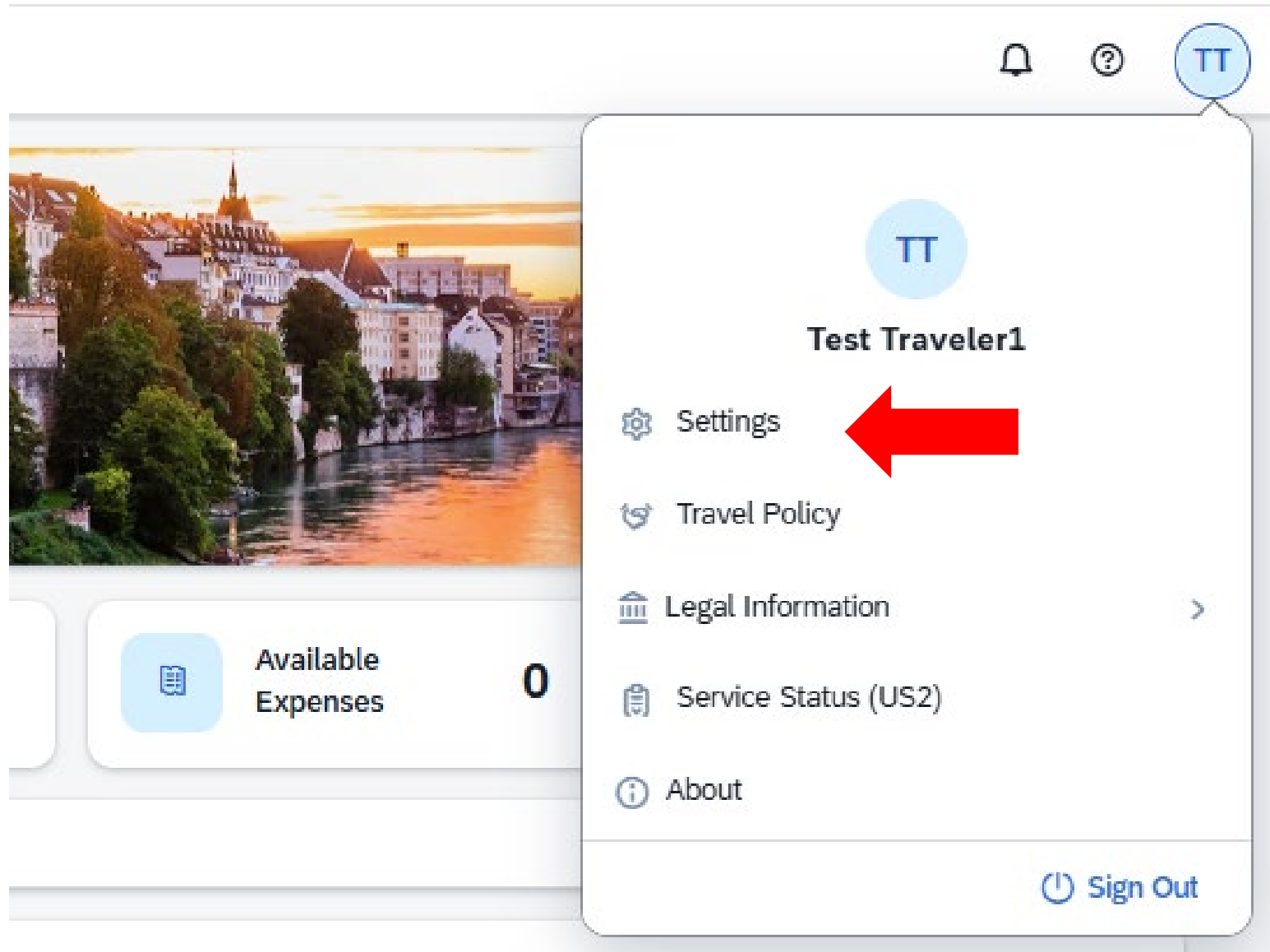
Learn About Your Destination

Enter a Country or Area

Enroll in STEP

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

Set up your profile settings to get started



Start with your personal information

Personal Information

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 Preferences
Request Approvers
Favorite Attendees

Expense Settings

My Profile - Personal Information

Jump To: Personal Information

Choose

To see the Notice on Collection for details on how the Statewide Travel Program collects, uses, and shares personal information you provide through this form, please follow this link: <https://www.dgs.ca.gov/OFAM/Travel>

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]**

Preferred Name

Last Name

Suffix



Test



☐ No Middle Name

Company Information

[Go to top](#)

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

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 Country/Region	Mobile Phone		
v			

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

[Save](#)

Profile – Company Information.

A Cost Center is required to book reservations in Concur. Go to Forms Portfolio, complete a Business Traveler Account form, and email the completed PDF form to mariec@mail.fresnostate.edu. The form will be sent back to you with the assigned Cost Center code for reservations.

Company Information

Send a completed BTA Form to your Travel Technician to obtain a Cost Center code.

Employee ID

Traveler1

Manager

Cynthia Hanks

Org. Unit/Division Employee Position/Title



I've confirmed my profile is up to date and accurate **[Required]**

Cost Center six-digit alpha-numeric **[Required]**



Save

Profile – Credit Cards. Concur can save a credit card for you which you can use to hold a hotel reservation. No expenses will be charged to your card.

Credit Cards

[Go to top](#)

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

[+ Add a Credit Card](#)

You currently have no credit cards saved.

Save

Establish your Travel Assistants and Expense Delegates in your Profile Options

[Profile](#)

[Personal Information](#)

[System Settings](#)

[Concur Mobile Registration](#)

[Travel 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](#)

Profile Options

Select one of the following to customize your user profile.

Personal Information

Your home address and emergency contact information.

Company Information

Your company name and business address or your remote location address.

Credit Card Information

You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

E-Receipt Activation

Enable e-receipts to automatically receive electronic receipts from participating vendors.

Travel Vacation Reassignment

Going to be out of the office? Configure your backup travel

System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information

How can we contact you about your travel arrangements?

Setup Travel Assistants

You can allow other people within your companies to book trips and enter expenses for you.

Travel Profile Options

Carrier, Hotel, Rental Car and other travel-related preferences.

Expense Delegates

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

To set up your Travel Assistants, click “+ Add an Assistant.”

Assistants and Travel Arrangers

[Go to top](#)

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](#)

Assistant Changes Saved

You currently have no assistants defined.



Save

Search for the individual who will be your assistant. You must select a permission.

- 1) Can Book Travel – Can only book travel.
- 2) Primary Assistant – Can book travel and see past trips.

Add an Assistant

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

Assistant

Cunningham, Marie I.

Cunningham, Marie I.
mariec@csufresno.edu
559-278-2911

ne number in their
rv assistant for

Add an Assistant

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

Assistant

Cunningham, Marie I.

☒ Can book travel for me

☐ Is my primary assistant for travel*

*Individuals/Groups with **no work phone number in their profile** cannot be designated as primary assistant for travel.

Save Cancel

Profile – Expense Delegates can create preapproval Requests and Expense reports.
“Add” the individual who will be your Expense Delegate.

Expense 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

Traveler2@csufresno.edu - Test Traveler2

Add

Cancel

Traveler2@csufresno.edu - Test Traveler2

Traveler2@csufresno.edu

Employee ID: Traveler2

Logon ID: Traveler2@csufresno.edu

When you assign a delegate, you are assigning permissions for Expense and Request.

Can View Receipts

Receives Emails

No records found.

Don't forget to select the permission buttons to give your delegate permission to prepare preapproval Requests or Expense reports.

☐	Name	Can Prepare	Can View Receipts	Receives Emails
☐	Traveler1, Test Traveler1@csufresno.edu	☒	☒	☐

Customize your dashboard in System Settings, including email notifications and Appearance Settings

System Settings

Regional Settings and Language

Default Language English (United States) ▾

Number Format 1,000.00 ▾

Placement of Currency Symbol Before the amount ▾

Negative Number Format -100 ▾

Negative Currency Format -100 ▾

mile/km mile ▾

Date Format mm/dd/yyyy ▾

Time Format h:mm AM/PM ▾

Hour/Minute Separator : ▾ 10/12/2023 11:34 am

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 [?](#)

Calendar Settings

Start week on Sunday ▾

Start Day View At 08:00 am ▾

End Day View At 08:00 pm ▾

Default View month ▾

Other Preferences

Home Page ▾

Rows per page 25 ▾

Appearance Settings

Customize the visual appearance of SAP Concur for increased contrast or for work in environments where low light is necessary or unavoidable.

Morning Horizon ▾

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 individual is the “Primary Approver” on the department Financial Signature Approval form.
- A Delegate can create and/or view travel requests or expense reports on behalf of another employee.
- A Travel Assistant 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.



Discovery. Diversity. Distinction.

Need help?

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