Concur Instructions: SLCC Travel Booking Tool

Logging into Concur

1. Click the CTM Portal/Concur link in SLCCBuy or on the Travel website.
    - The CTM Portal provides a snapshot view of your travel arrangements and provides other travel information.
2. Click the Concur tile at the top of the page.

Completing Your Profile

Before you can book travel for yourself or others, the traveler's profile must be completed in Concur. To complete your profile, follow the instructions below. To update a profile for another traveler, you will need to act as another user (reference section "Booking Travel for Another Person").

1. Click 'Profile' in the upper right corner.
2. Click 'Profile Settings'.
3. Click 'Personal Information'.
4. Verify that your name matches the name listed on your photo identification. If it is different, please contact Lisa Bradshaw to have it updated.
5. Complete all Required Fields.
    a. Work Phone
    b. Cell Phone
    c. Frequent-Traveler numbers, if applicable
    d. Gender
    e. Birthdate
    f. Known Traveler Number, TSA Precheck, if applicable
6. If you would like to add a Travel Assistant/Arranger, click the 'Add an Assistant' link under 'Assistants and Travel Arrangers'.
7. When you have completed all fields, click 'Save'.

Booking Travel for Another Person

Before you can book travel for another person, you must first be setup as their Travel Assistant/Arranger. The traveler must assign you as their travel assistant in their profile (see "Completing Your Profile") or you may contact Lisa Bradshaw and she will add you as the traveler's Travel Assistant/Arranger. A Travel Assistant can complete a traveler's profile for them.

1. Click 'Profile' in the upper right corner.
2. Enter the traveler's name in the search box. A list will drop down as you type. Click on the traveler's name to select them.
3. Click 'Start Session'.
    - The system will refresh, then you will see the traveler's name in a green box in the upper right corner. Their name will also appear on the left side under the SLCC logo.

4. When finished acting as an Assistant, click on the traveler's name in the upper right corner and click the 'Done acting as others button'.

Additional Resources

Additional resources, including step by step written instructions and videos, may be found on the Concur site by clicking on the 'Concur Demo Video' link under 'Online Booking Support'.