
HOW TO SET UP YOUR UTRAVEL/CONCUR

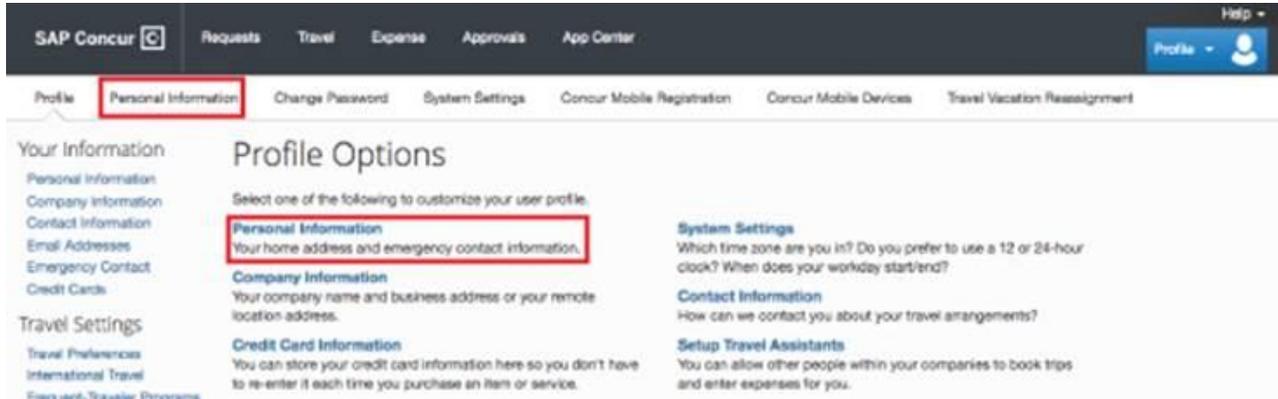
If you have any questions, please send an e-mail to bmetravel@utah.edu, call 801-581-8528, or stop by the BME department office in SMBB 3100 during business hours.

Requesting a trip

1. Fill out the travel request form found here: <https://www.bme.utah.edu/forms/>
2. E-mail the form to bme-travel@lists.utah.edu.
3. We will need your destination, your travel dates, and flight preference. If you'd like to suggest a specific flight, we can accommodate that, or if you would like to just specify a time of day we can find a flight for you.
4. Please be aware that if you have already booked a flight, all appropriate receipts must be included in the request. The department recommends that you work with department travel staff to book your flights because some funding sources have additional cost restrictions. Working with department travel staff will help assure that your flight will be allowed by the funding source. If you booked your flight yourself and it does not conform to any additional funding requirements, your flight may not be reimbursed.

Profile

1. Go to <http://utravel.utah.edu> – this will route you to your CIS login.
2. Your User Name is your UNID @ utah.edu (ex: u1234567@utah.edu) and your password is the same as your CIS password.
3. If you need to change your password, please contact UIT at 581-4000



The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' and several menu items: 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. A 'Profile' button with a user icon is on the right. Below the navigation bar, a secondary menu highlights 'Personal Information' with a red box. The main content area is titled 'Profile Options' and includes a sub-header 'Select one of the following to customize your user profile.' Under this, three options are listed: 'Personal Information' (highlighted with a red box), 'Company Information', and 'Credit Card Information'. To the right, there are sections for 'System Settings', 'Contact Information', and 'Setup Travel Assistants'. The left sidebar contains links for 'Your Information' (Personal, Company, Contact, Email, Emergency, Credit) and 'Travel Settings' (Preferences, International, Fare, Traveler).

4. Please confirm that your name and Umail address are correct. Your name should match the ID you will be using for travel for any screening such as TSA screening at the airport.
5. VERIFY your email address: To verify – select Verify and enter the code that was sent to your email. Once verified, you can email or forward receipts to receipts@concur.com and they will be available for you to add to your expense reports.
6. **ADD Expense Delegates and Travel Arrangers:** Add Andy White, Ruby Steele, Benjamin Thomas, and Britanie Naylor as travel arrangers so we can book your travel.
7. Select Mobile Registration: Select Mobile Registration along the top of the Profile Settings. Create a PIN. Then download the Concur Mobile app. Your login will be your UNID@utah.edu address and the PIN you just created.

How to log expenses

1. Keep all physical (paper) receipts and give them to the SMBB office. Receipts must include: itemized list of purchase(s), date, method of payment, and be split accordingly if the cost is shared such as a shared hotel room. The SMBB office will submit your receipts into the system to start the refund process.

Contact Information

Send all travel or reimbursement questions to:

bmetravel@utah.edu

Department of Biomedical Engineering Main Office:

801-581-8528