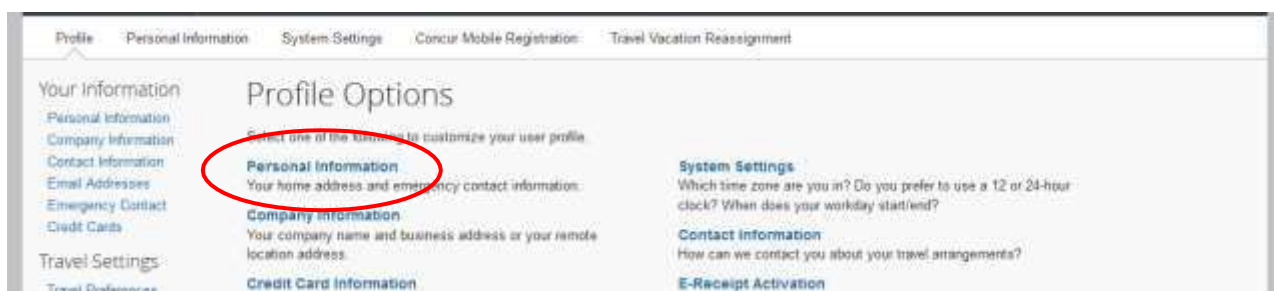


FACULTY TRAVEL SETUP

- All University of Utah employees are now required to use the Concur travel system for business related travel.
- BME staff has requested your profile set up. This may take 1-2 days.
 - Please lookout for any emails from them.

Go to <https://fbs.admin.utah.edu/travel/uttravel-home/> and login with your uID and CIS password

- Once in the Utravel System, click **Profile** in the top right corner, then **Profile Settings**.
- From the Profile Settings page, click **Personal Information**



- Step 1 - Please enter your name AS IT APPEARS ON YOUR GOVERNMENT ISSUED ID and complete any other required fields
- Step 2 - **VERIFY** your email address: To verify, select "Verify," then enter the code sent to your email.

	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	u0464565@utah.edu	Not Verified	Verify	Yes	

- Step 3 - **ADD AN EXPENSE DELEGATE** - Use the menu on the left and go to **Expense Delegates** under the **Expense Setting** section. Please add Andrew White (Accounting Specialist) and Britanie Naylor (Administrative Assistant) as approvers and check all available boxes.
 - Per department policy, any student reimbursement should be processed by the Accounting Specialist.
 - **PLEASE NOTE** - All student travel will still be approved by their PI **BEFORE** the trip occurs; any changes to approved expenses will be verified with the PI before the expense report is finalized

Expense Delegates

Delegates Delegate For

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 Book Travel	Can Submit Reports	Can Submit Requests	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	NAYLOR, BRITANIE U0633499@utah.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Optional step 4 - 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.