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/utravel-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.

- 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
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.