



POLY TRAVEL REQUEST & BOOK

Plan. Book. Go.



CAL POLY
Administration & Finance

POLY TRAVEL

CONCUR TOOL



Online and mobile tool

CONCUR TRAVEL CARD



University liability credit card
Feeds into Concur

CHRISTOPHERSON'S BUSINESS TRAVEL



Travel management company
Book via Concur or phone

TRAVEL GUIDELINES



Updated Cal Poly's travel
guidelines

- **Request**
- **Travel**
- Expense Report



POLY TRAVEL WEBSITE

[AFD.CALPOLY.EDU/TRAVEL/CONCUR/](https://afd.calpoly.edu/travel/concur/)



Roll Out schedule

Roll Out started September 2019 and runs through September 2020. Scheduled dates of training waves for departments listed



Concur Overview and Approval Flow

Outline of Concur modules: Request, Book, and Expense Reports; and an outline of the approval flow process



Guides and Tutorials

Tutorials available for the traveler, approver, and delegates



BEFORE YOU START



TRAVEL PROCESS

- **Must complete travel in the process you started**
 - If you started with a current travel 1A form, cash advance, direct bill (Enterprise or Giselle's) or current Travel Card - you must complete the current paper process
- **Begin using Concur for travel when ALL aspects of travel are in Concur**
 - When you can start a new Concur Request, book travel in or outside of Concur (EX: Conference Hotel), use your Concur Travel card for all expenses and can submit all expenses using the Expense Report – you are ready to use Concur for your travel process





GUIDELINES REVIEW - CLARIFICATION REQUESTS

- **An approved request is required before committing any funds for travel, including registration fees**
- **An approved Request is required for each University Travel trip (1:1)**
 - A trip is 25 miles or more from campus or home, may include hotel, air, rail, car rental, a personal or state vehicle
 - University Travel is any travel related to university business; may include travel paid by another entity (i.e. faculty visiting another university)
 - Academic Travel (i.e. student study abroad) is not considered University Travel
 - A local meeting, with or without hospitality within San Luis Obispo county is not considered University Travel

CONCUR | GETTING READY TO TRAVEL

SAP Concur Requests Travel Expense Approvals Reporting App Center Administration Help

Profile

CSU The California State University
Hello, Bernadette

+ New	01 Required Approvals	13 Authorization Requests	06 Available Expenses	07 Open Reports
-----------------	---------------------------------	-------------------------------------	---------------------------------	---------------------------

TRIP SEARCH COMPANY NOTES

Profile – *travel and tool preferences*

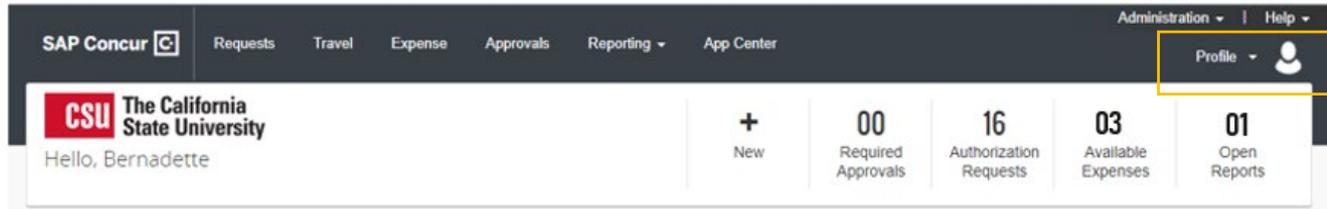
Request – *fill out information to request authorization to travel*

Travel – *book air, rail, car, and/ or hotel*

Expense – *fill out information to claim and expense travel*

Approvals – *approvers review Requests and Expense Report*

CONCUR ONLINE TOOL - PROFILE



Before you start you must set up your profile

REQUIRED FIELDS:

- First and Last Name*
- Manager/ Supervisor*
- Work of Home Phone
- Email Address
- Gender
- Date of Birth
- Credit Cards – Concur Travel Card only

** If incorrect, contact Human Resources*

OPTIONAL FIELDS:

- Work Address
- Home Address
- Emergency Contact
- Travel Preferences: air, hotel, car rental
- Frequent Traveler Programs: air, hotel, car rental
- Passport and Visa

Information automatically included in your Requests, Bookings, and Expense Reports in Concur



POLY TRAVEL | DOMESTIC OR INTERNATIONAL

→ DOMESTIC TRAVEL

- Give manager(s) heads-up
- Check funding sources

→ INTERNATIONAL TRAVEL

- Two step process: International Center and Concur
 1. Start with International Center, once this process complete you will receive a PDF via email
 2. Submit Request with attached PDF in Concur for approval
- Allow 60 days for review and approvals

REQUEST

REQUEST | NEW REQUEST TAB

SAP Concur  Requests Travel Expense Approvals Reporting App Center Administration Help Profile 

Manage Requests **New Request** Process Requests Quick Search

Request

Cancel Save Print / Email Delete Request Submit Request Status: Not Submitted

Request/Trip Name

Request Header Segments Expenses Approval Flow Audit Trail

Request/Trip Name	Trip Type	How will you book your trip?	Travel Start Date	Travel End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Traveler Type	Trip Purpose	If Faculty, is class covered?	Personal Dates of Travel-If none enter NA	Destination City/State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Final Destination Country	Are you travelling to a banned state?	Comments To/From Approvers/Processors		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Business Unit	Fund	Department	Program	Class
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project				
<input type="text"/>				

Required fields have red bars

REQUEST NEW REQUEST

Required Field	Appropriate Usage
Trip Type	In State. Out of State. International
Travel Start and End Date	Start and End date of your travel
Traveler Type	Staff or Faculty
If Faculty, is class covered?	Yes, No, NA
Personal Dates of Travel	Enter Personal Dates of travel and include travel itinerary that includes business and personal dates. If none, enter NA.
Destination City/State & Final Destination Country	Enter Destination City and State. Final Destination Country should populate based on the Destination City/State
Are you traveling to a Banned State/	Yes, No? If Yes, Banned States are listed. Include Comment and attach document for travel to banned state
Chart Field Information	Default chart field string will populate with SL001 fund. It can be changed

REQUEST | THREE SEGMENTS



AIR

- Total amount of airfare
- Type: Round Trip, One-Way, or Multi-Segment
- Outbound airport
- Return airport
- Date



HOTEL

- Total amount of hotel stay
- Check-in Date
- Check-out Date
- City
- Maximum Nightly Rate
- Over Rate Comment



CAR

- Total amount of car rental
- Pick-up City and Date
- Drop-off City and Date

- *Completing these will provide the budget estimate for your trip*
- *The Segments selected in Request will drive your search criteria in Concur booking tool (Travel)*

REQUEST | EXPENSES

Provide estimates for the following additional Expense Types

01. Travel Expenses

Incidentals

Other Accommodation

Team/Group Travel

02. Personal Car Mileage

03. Transportation

Ground Transportation

Parking/Tolls

04a. Meals & Incidentals -
International, Alaska & Hawaii

04b. Meals - Domestic

05. Hospitality

Hospitality

09. Other

Other Expense

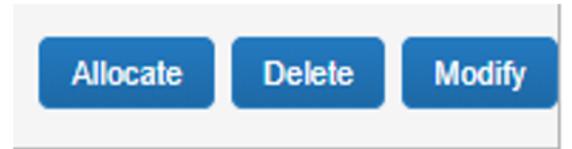
Registration/Fees

- Provide estimates for all travel related expenses regardless of how it is to be paid
- **Airfare, Rail, Car, and Hotel** should be added under the Segments Tab
- If selecting **Domestic Meals** – it will automatically calculate \$55x the # of Business days indicated. This is an *estimate only*. ACTUALS should be expensed after travel.

REQUEST | EXPENSES ALLOCATE, DELETE, MODIFY

After you save each segment/expense, you have the option to allocate, delete, or modify

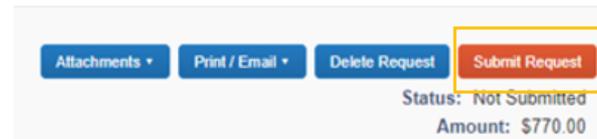
- **Allocate:** You can allocate a valid chartfield string for a particular expense if necessary. If you will be using the same chartfield from your Request Header, then no further action is needed.
 - You have the option to allocate by **Percentage** or **Amount**
- **Delete:** if you want to delete the segment or expense.
- **Modify:** If you need to make changes to any part of the expense.



POLY TRAVEL | REQUEST CHECK LIST

- Include ALL estimated expenses for an all inclusive budget
- Confirm your funding sources – chartfield strings are fed from PeopleSoft
- Attach required documents (Itinerary required for International travel or when including personal travel)
- Enter comments
 - Line item comments – specific to that expense type
example: Ground Transportation “lyft from hotel to airport”
 - Header comments – overall comments for entire Request
- Include ALL segments you will book in Travel

Ready to submit Request



Attachments ▾ Print / Email ▾ Delete Request **Submit Request**

Status: Not Submitted
Amount: \$770.00

POLY TRAVEL APPROVAL FLOW

SAP Concur Requests Travel Expense Approvals Reporting App Center Administration Help Profile

Manage Requests New Request Process Requests Quick Search

Request 3W97 Attachments Print / Email Delete Request Submit Request Status: Not Submitted

Request/Trip Name: Request Header Segments Expenses Approval Flow Audit Trail

Step	Approver	Comments	Action
1. Cost Object Approver Budget & chartfield string	'Reports To' Approval1: VanDorn, Cody R.	(this step may be skipped)	
2. Manager/Supervisor Business need & policy	Budget Approval:	(this step may be skipped)	
3. Exception Approval Banned state and/or International	'Reports To' Approval2: VanDorn, Cody R.	(this step may be skipped)	
	Exception Approval: Albright, Stephanie L.	(this step may be skipped)	

Requestor cannot add other approvers to flow



REQUEST | AUDIT TRAIL

SAP Concur

Requests

Travel

Expense

Approvals

Reporting

App Center

Administration | Help

Profile

Manage Requests

New Request

Process Requests

Quick Search

Request 34G3

Attachments

Print / Email

Delete Request

Submit Request

Request/Trip Name: Conference for Staples review

Status: Not Submitted

Amount: \$1,375.00

Request Header Segments Expenses Approval Flow Audit Trail

Request Level

Date/Time	Updated By	Action	Description
-----------	------------	--------	-------------

Entry Level

Date/Time	Updated By	Action	Description
-----------	------------	--------	-------------

Segment Level

Date/Time	Updated By	Action	Description
-----------	------------	--------	-------------

**At this point there isn't anything
Need to submit to see trail**

APPROVAL FLOW

CONCUR | APPROVAL FLOW

Concur has a two-approver process; three for banned state and/or international travel
 If same approver is in 2 consecutive approval roles, they will only receive it one time



Based on...	Cost Object Approver Chartfield String	
Approval for a(n)	Time in Queue	If no action from approver, the system will
Request	6 days	Automatically approve and it moves to HR manager
Expense	10 days	Automatically approve and it moves to HR manager

Collected from departments

Manager/ Supervisor Traveler	
Time in Queue	If no action from approver, the system will
6 days	Automatically move to the next in-line manager
10 days	Automatically move to the next in-line manager

Fed from HR system

Exception Approver Banned State or International	
Time in Queue	If no action from approver, the system will
6 days	Automatically move to the next in-line manager
Banned State Travel Approvers: Academic: Provost Non-Academic: Dept. VP	

TRAVEL

TRAVEL AIR

Open Travel Tab to Book Air, Hotel, Car, or Rail



- Select Air Icon to book **Airfare**
- Select **Round Trip, One Way, or Multi City**
- Enter **From and To Destinations**. Type in the full name of the City and check that ALL AREA AIRPORTS is not selected (examples: Las Vegas, Los Angeles)
- **Search**

A screenshot of the SAP Concur booking interface. At the top, it says 'Booking for myself |'. Below this are four icons: an airplane (circled in green), a car, a bed, and a train. Underneath is the section 'Mixed Flight/Train Search' with three tabs: 'Round Trip' (selected), 'One Way', and 'Multi City'. Below the tabs are two input fields: 'From' and 'To'. Each field has a placeholder 'Departure city, airport or train station' and 'Arrival city, airport or train station' respectively, and a link 'Find an airport | Select multiple airports'. At the bottom is a red 'Search' button and a 'Show More' link.



Mixed Flight/Train Search

Round Trip | One Way | Multi City

From San Luis Obispo, CA - San Luis Obispo Airport
Find an airport | Select multiple airports

To Los Angeles, CA - Los Angeles Area Airports

- LAX Los Angeles Area Airports**
Los Angeles, CA, United States of America
- BUR Burbank Airport**
Burbank, CA, United States of America Near LAX
- LGB Long Beach Airport**
Long Beach, CA, United States of America Near LAX
- LAX Los Angeles Intl Airport**
Los Angeles, CA, United States of America
- ONT Ontario Airport**
Los Angeles, CA, United States of America
- SNA Santa Ana Airport**
Santa Ana, CA, United States of America Near LAX
- VNY Los Angeles Van Nuys Airport**
Los Angeles, CA, United States of America

TRAVEL | BOOK AIR

- All airports are loaded in Concur.
- Select INTERNATIONAL airports for larger cities.
- Happens often with travel to Los Angeles and Las Vegas
- If no flights available for your search, or trains only, check the airport shown in Search.

TRAVEL | BOOK AIR

Trip Summary



Select Flights or Trains

Round Trip

SBP - SAN

Depart: Tue, 09/03/2019

Return: Fri, 09/06/2019



Finalize Trip

SAN LUIS OBISPO TO SAN DIEGO
TUE, SEP 3 - FRI, SEP 6

[Hide matrix](#) [Print / Email](#)

Sorry, we are unable to return search results, which may be due to:

- your company's travel policy
- the way your company has configured Concur Travel
- no available options for the dates/times searched

Please try another search.

Change Search

From

SBP - San Luis Obispo Airport - San Luis Obispo, CA

[Find an airport](#) | [Select multiple airports](#)

To

SAN - San Diego Intl Airport - San Diego, CA

[Find an airport](#) | [Select multiple airports](#)

Depart

09/03/2019 dep ▼ 10:00 an ▼ ± 3 ▼

Return

09/06/2019 dep ▼ 10:00 an ▼ ± 3 ▼

Change Search can be used to expand or change your search options for booking air, rail, car, and hotel.



TRAVEL | CAR

- Select Car Icon for **Rental Car**
- Select **Pick-Up** and **Drop-Off** dates – times are for search parameters only
- **Enter location to pick up car.** Either Airport Terminal or Off-Airport (example, SBP for Airport, or San Luis Obispo, CA for off-airport)
- **Search**
- **Please note:* For Cal Poly campus delivery, first make the reservation with Concur, then call the Broad Street office to set up delivery. Call again upon return for car pick up by Enterprise
- **Concur Users will be required to pay for Enterprise Rental Cars with their Concur travel card.**

Booking for myself |

Car Search

Pick-up date 12:00 pm ▾

Drop-off date 12:00 pm ▾

Pick-up car at—

Airport Terminal Off-Airport

Please enter an airport.

Return car to another location

[▶ More Search Options](#)

Search

TRAVEL HOTEL

- Select Hotel Icon for **Hotel Reservation**
- Select **Pick-up and Drop-Off** dates – times are for search parameters only
- Enter **Check-in and Check-Out** dates
- Add Reference Points for Search if needed. Example: San Diego Convention Center
- **Search**

Booking for myself |

Hotel Search

Check-in Date Check-out Date

Search within miles from

Airport Address

Company Location Reference Point / Zip Code

Reference Point / Zip Code
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

With names containing:

Search

TRAVEL | BOOK HOTEL

Change Search allows you to change reference point and booking dates

The screenshot displays a travel booking interface. On the left, a sidebar contains a 'Trip Summary' section with 'Select a Hotel' (Nights: 2, Sacramento, CA, Check-in: Mon, 10/07/2019, Check-out: Wed, 10/09/2019) and 'Finalize Trip'. Below this is a 'Change Search' section with a search button. The search filters include: Check-in Date (10/07/2019), Check-out Date (10/09/2019), Search within 10 miles from (Airport, Address, Company Location, Reference Point / Zip Code), Reference Point / Zip Code (Sacramento, CA), and With names containing. A price slider is set to \$53 - \$559. The main area shows a map of Sacramento, CA, with a red location pin and 16 numbered blue location markers. Below the map is a search bar with 'Name Search' and 'Sorted By: Custom'. The results show 92 out of 92 results. The first result is '1. Courtyard Sacramento Midtown' (4422 Y St, Sacramento, CA 95817, 1.87 miles, 4 stars) with a 'Get Rates' button. The second result is '2. Best Western Sandman Motel' (236 Jibboom St, Sacramento, CA 95811) with a 'Get Rates' button.

TRAVEL | HOTEL

Hotel/Motel Transient Occupancy Tax Waiver Form

[afd/calpoly.edu/travel/book-travel](https://afd.calpoly.edu/travel/book-travel)

Hotel in California:

California hotels may charge an occupancy tax and this tax is determined by each COUNTY, not the state. Please visit the county's website prior to traveling for more information. In addition, we encourage all travelers to call their hotel in advance to confirm what documentation or forms are required to qualify for occupancy tax exemption since it is up to each hotel if they will waive the occupancy tax from your bill.

- [The City of San Diego](#) 
- [San Diego County](#) 
- [Sacramento](#) 

Be prepared to provide the following, as a minimum, to the hotel:

- Hotel/Motel Transient Occupancy Tax Waiver (Exemption Certificate for State Agencies) STD. 236 (<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std236.pdf> )
- Print/PDF of Concur Approved Request (see [guides and tutorials](#)) or Approved 1A (if still on paper process)
- Cal Poly ID





POLY TRAVEL | SUPPORT



CHRISTOPHERSON BUSINESS TRAVEL

CSU Agent Group 800-285-3603 5:00am -6:00pm PCT

After Hours 800-960-7862

csu@cbtravel.com

onlinesupport@cbtravel.com

OPEN LABS



Friday Open Labs for support with Concur Request/Book/Expense

Visit website for times and locations <https://afd.calpoly.edu/travel/concur/>

Sign up or Drop-Ins Welcome



POLY TRAVEL OFFICE

756-2232

polytravel@calpoly.edu



THANK YOU

APPENDIX

PROFILE: SET UP

CONCUR: LOGIN



My Apps

- PASS (Plan A Student Schedule)
- Email & Calendar
- Cal Poly OneDrive
- HR Administration
- Student Administration
- CSU Portal- Financial Administration
- PolyData Dashboards
- Campus Wiki
- Student Assistant Management
- Electronic Workflow
- Technical Service Request
- Facilities Requests
- Telephone Administration
- PolyCard Services
- Email Distribution Lists
- CSYou Portal
- ESM Campus Marketplace
- Concur Travel**
- LinkedIn Learning

Telephone Requests

Request Forms

- Update Billing or Directory Information
- Desk Phone Services
- Cellular Services
- Additional Services

Form Information

To assist you in determining which form to use, please review the information under the links below. Once you know which form to use, please click on the form link under the Request Forms.

- Update Billing or Directory Information
- Desk Phone Services
- Cellular Services
- Additional Services

Telephone Requests

Request Forms

- Update Billing or Directory Information
- Desk Phone Services
- Cellular Services
- Additional Services

Form Information

To assist you in determining which form to use, please review the information under the links below. Once you know which form to use, please click on the form link under the Request Forms.

- Update Billing or Directory Information
- Desk Phone Services
- Cellular Services
- Additional Services

Campus Announcements

Information Technology Services

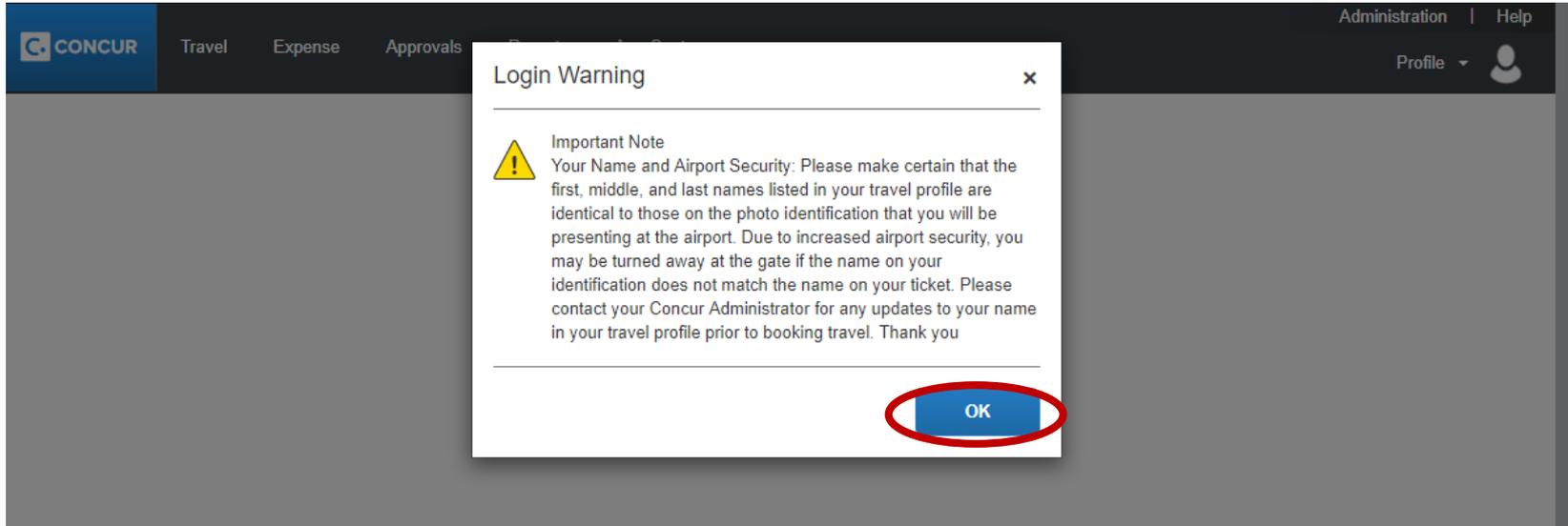
- PeopleSoft Finance Outage 8/21 6:00PM - 10:00PM
- PeopleSoft Finance Production Maintenance Outage: Wednesday 6:00PM - 10:00PM
- PolyPlanner and PeopleSoft Outage 8/21 8pm - midnight
- PolyPlanner and PeopleSoft Student & HR Administration Production Maintenance Outage: Wednesday 8 pm - midnight

Previous Announcements



CONCUR: LOGIN

LOGIN WARNING: NAME & AIRPORT SECURITY



The screenshot shows the Concur application interface with a modal dialog box titled "Login Warning". The dialog box contains an "Important Note" with a yellow warning icon. The text of the note reads: "Your Name and Airport Security: Please make certain that the first, middle, and last names listed in your travel profile 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. Please contact your Concur Administrator for any updates to your name in your travel profile prior to booking travel. Thank you". A blue "OK" button is located at the bottom right of the dialog box and is circled in red.

CONCUR

Travel Expense Approvals

Administration | Help

Profile

Login Warning

! Important Note

Your Name and Airport Security: Please make certain that the first, middle, and last names listed in your travel profile 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. Please contact your Concur Administrator for any updates to your name in your travel profile prior to booking travel. Thank you

OK

CONCUR: HOMEPAGE

SAP Concur | Administration | Help

Requests | Travel | Expense | Approvals | Reporting | App Center

Profile

Bernadette M. Monterrosa-Birdsong

[Profile Settings](#) | [Sign Out](#)

Acting as other user

- Act on behalf of another user
- Act as user in assigned group (Proxy)
- Book travel for any user (Self-assign)

Choose a user

[Cancel](#) [Start Session](#)

CSU The California State University

Hello, Bernadette

TRIP SEARCH

Booking for myself | [Book for a guest](#)

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From: SBP - San Luis Obispo Airport - San Luis Obispo, CA

To: Arrival city, airport or train station

[Search](#)

COMPANY NOTES

Important Messages:

*****PLEASE REMEMBER TO ALWAYS BOOK FROM AN AIRPORT THROUGH TRIP SEARCH.*****

Welcome to Concur Travel, the corporate online travel marketplace.

Please take a moment to review your profile and preferences.

[Read more](#)

MY TASKS

- 00** Required Approvals → Great! You currently have no approvals.
- 05** Available Expenses →
 - 07/13 Enterprise \$78.75
 - 07/13 CONSERV FUEL #6112
- 14** Open Reports →
 - 08/06 SFSU Concur training \$13.41
 - 05/21 New Mexico

CONCUR: PROFILE

SAP Concur 

Requests Travel Expense Approvals Reporting App Center Administration | Help

Profile 

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
- Favorite Attendees

Expense Settings

- Expense Information
- Expense Delegates

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 manager.
- Request Preferences**
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Personal Car**
Personal Car

- 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.
- Expense Preferences**
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Concur Mobile Registration**
Set up access to Concur on your mobile device

PROFILE

Required Fields

My Profile - Personal Information

Jump To: Personal Information Choose

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.

[Change Picture](#)



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]	Nickname	Last Name	Suffix
<input type="text" value="Ms"/>	<input type="text" value="Bernadette"/>	<input type="text" value="M."/>	<input type="text" value="Bernadette"/>	<input type="text" value="Monterrosa-Birdsong"/>	<input type="text"/>
		<input type="checkbox"/> No Middle Name			

Company Information

[Go to top](#)

Employee ID

Manager

Org. Unit/Division Employee Position/Title



Name – *must match photo identification for travel.* Name is loaded from Human Resources. Contact HR for changes.



Contact Information – Work Phone/ Home Phone. Recommend Cell Phone for travelers



Gender and Date of Birth



Concur Credit Card – only card to be loaded into Concur Profile

PROFILE

Additional Fields

Email Addresses Go to top

Please add at least one email address.

- [▶ How do I add an email address?](#)
- [▶ Travel Arrangers / Delegates](#)
- [▶ Why should I verify my email address?](#)
- [▶ How do I verify my email address?](#)

+ Add an email address

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 albright@calpoly.edu	Check email for code	Resend Cancel	Yes	
	Enter Code	<input type="text"/>	<input type="button" value="OK"/>	
Email 2 salbright101@yahoo.com	Check email for code	Resend Cancel	Yes	
	Enter Code	<input type="text"/>	<input type="button" value="OK"/>	



Work Address



Home Address



Email Address – *REQUIRED* to use
receipts@concur.com



Emergency Contact



Travel Preferences - *air, hotel, car,
frequent-traveler programs, advantage programs*



Assistants and Arrangers– *permission to
perform travel functions for you*