Concur Access & Set up

→ In Access UH, click on "Concur Travel Management" icon under Administrative Services.



 \rightarrow If you do not see the Concur icon then go to PASS, click on "Miscellaneous", followed by "Concur Travel Management".

ORACLE		▼ Employee	mployee Self Service		Employee Self Service		
	Time	Performance	My Personal Info	Payroll & Compensation	Manage Delegation Checklist		
_	Miscellaneous	Total Rewards	Benefits Summary	Training	Change My Password UHS Change Password Help		
	Approvals	My Campus Account			Concur Travel Management		

 \rightarrow If you are already set up as a Concur user, you will see the hyperlink "Login to Concur Travel Management". Click on the hyperlink and you will see the Concur main page.



 \rightarrow If you are <u>NOT</u> set up as a Concur user, you will see the self-service page. Complete the information highlighted below and click on, "Save"

Personal Information	1							
User ID	XXXXXX							
First Name	Linda		Middle Name					
Last Name	Traveler							
Date of Birth	01/01/1950							
Login_ID	Login_ID Itraveler@uh.edu							
Email ID	ltraveler@uh.edu							
Type of traveler Supervisor Emp	DI ID	XXXXXXXX	Badrinath Ro	oysam				
Are you an expe	Are you an expense approver?		• No	-	-			
Default Cost Center	(Optional)							
Business Unit	Fund Code D 2091	epartment H0070	Program B0886	<u> </u>	Project NA			

- \rightarrow Please ensure that your **Badrinath Roysam** is listed as a **Request Approver** in your profile settings.
- ightarrow The default cost center for ECE is 00730 2091 H0070 B0886 NA .
- \rightarrow The Certifying Signatory Level 2 in the approval flow of your travel request should be Stacie Spikes.

If you need assistance with setting up Concur, please contact the ECE front desk at 713-743-4400.