

# Concur Access & Set up

→ In Access UH, click on **“Concur Travel Management”** icon under Administrative Services.

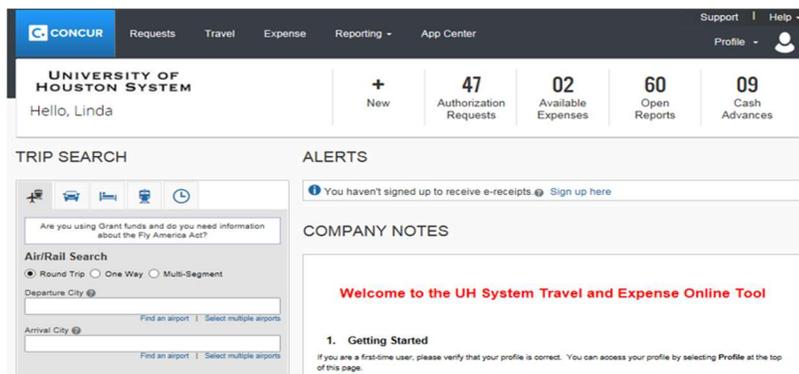
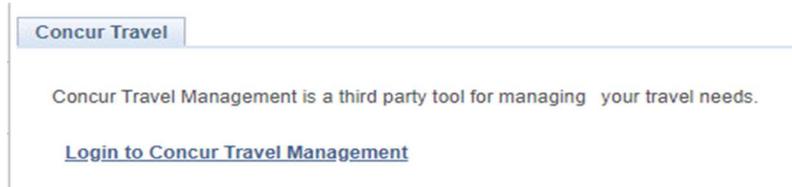
## Administrative Services



→ If you do not see the Concur icon then go to **PASS**, click on **“Miscellaneous”**, followed by **“Concur Travel Management”**.



→ 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.



→ If you are **NOT** set up as a Concur user, you will see the self-service page. Complete the information highlighted below and click on, “**Save**”

**Personal Information**

User ID	XXXXXX	Middle Name	
First Name	Linda		
Last Name	Traveler		
Date of Birth	01/01/1950		
Login_ID	ltraveler@uh.edu		
Email ID	ltraveler@uh.edu		

**Type of traveler**

Supervisor Empl ID: XXXXXXXX **Badrinath Roysam**

Are you an expense approver?  Yes  No ←

**Default Cost Center(Optional)**

Business Unit	Fund Code	Department	Program	Project
00730	2091	H0070	B0886	NA ←

Save ←

- Please ensure that your **Badrinath Roysam** is listed as a **Request Approver** in your profile settings.
- The **default cost center** for ECE is - **00730 2091 H0070 B0886 NA** .
- 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.