

Verify Concur Account:

Go to <https://www.finance.ucla.edu/express>

Click “The New Express: Online Booking, Request (Pre-Trip) & Expense button



The New Express: Online Booking, Request (Pre-Trip) & Expense

Guest Reimbursements

T&E Card

Join the Mailing List

Login with your UCLA SSO/official UCLA email address:

A screenshot of the Concur Sign In page. The page has a white background with a city skyline at night in the background. The text 'Sign In' is at the top. Below it is a red exclamation mark icon followed by the text 'Username, verified email address, or SSO code'. There is a white input field with a red border. Below the input field is a blue button with the text 'Next'. Below the button is a toggle switch that is turned on, followed by the text 'Remember me'. Below that is a link that says 'Forgot username?'. At the bottom of the page is a link that says 'Need support or not yet a Concur customer?'.

If you have an account it will take you to the Concur landing page:

The screenshot shows the SAP Concur landing page. At the top, there is a navigation bar with links for Requests, Travel, Expense, Approvals, and App Center. The user's name, Amanda, is displayed. Below the navigation bar, there are several statistics: 00 Required Approvals, 07 Authorization Requests, 10 Available Expenses, and 01 Open Reports. The main content area is divided into two sections: TRIP SEARCH and ALERTS. The TRIP SEARCH section has options for 'Booking for myself' and 'Book for a guest'. The ALERTS section contains a message about a free Tript Pro subscription for University of California Los Angeles employees, with a 'Learn More and Activate' link.

If you do NOT have an account and error message will appear:

The screenshot shows an error message on the SAP Concur landing page. The message reads: 'Sorry, something went wrong. We encountered an error processing your request. If you continue to experience problems, please contact your Company Administrator or Help Desk. Please provide the following id to support: 34f32ea8-f14f-4c97-82cf-1eb60f98c112'. Below the message is an illustration of a hand holding a magnifying glass over a document.

No Account? Email maesuppt@seas.ucla.edu with the following information listed below

Creating a Guest Concur Account:

The following information will be required before MAE staff will be able to process a guest Travel Reimbursement request. Please note that Guest accounts will not have login access to Concur.

The screenshot shows the 'UCLA Guest Profile' form. The form is titled 'UCLA Guest Profile' and has a 'Log Off' link in the top right corner. The form contains several fields: First Name, Middle Name, Last Name, Email Address, Phone Number, and Select Preferred Method of Payment (with 'Check' selected). Below these fields is a blue box with the text: 'To have a check mailed to the guest, please complete the following fields.' This is followed by Address, Address 2, City, State, Zip, and Country of Residence fields. A legend at the bottom left indicates that an asterisk (*) denotes a Required Field.

We will need to create Concur accounts for visitors and will need the following information:

--Full Name

--Email Address

--Phone Number

--Correct/full mailing address

--Preferred method of payment:

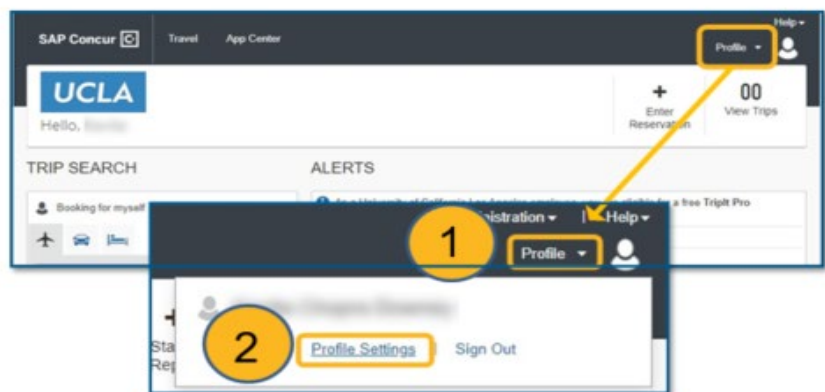
--Zelle or Paper check

---Zelle: provide email or phone number on account

---Paper check: correct/full mailing address to receive the check

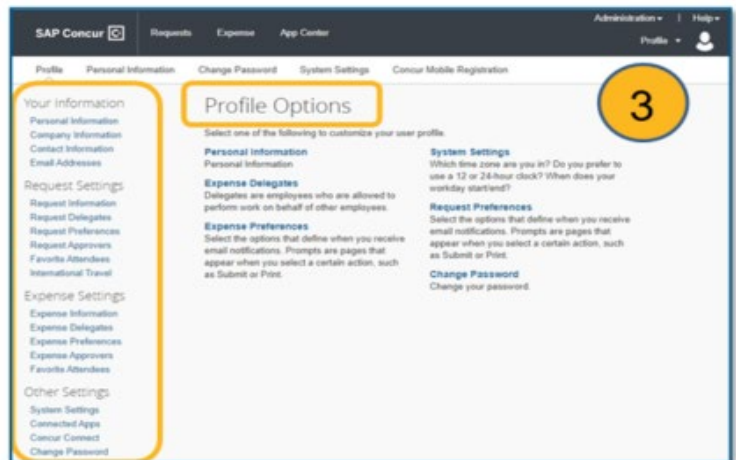
Do you have an account? Follow these instructions and add Marla@seas.ucla.edu, amandag@seas.ucla.edu, and collini@seas.ucla.edu as delegates and select all of the boxes except for the email box.

1) From the home page, click **Profile**



2) Click **Profile Settings**.

3) You will find the most common profile tasks on the Profile Options page. You can also use the menus on the left to select a setting to update.



Use the following sections to start updating your Expense Profile:

- **Your Information** – Review and update your personal information, contact information*, and emergency contacts.
- **Verify your Email addresses**, and add or update credit cards that are available to use for purchases.
- **Expense Settings** - Add delegates that can create and edit expense reports and can submit requests for you. Add favorite attendees for your use in expense reports.
- **Request & Expense Preferences** – Use to set preferences on email notifications
- **Travel Preferences** - Use to add air/car/hotel booking preferences including frequent/secure flyer info, passports, etc.
- **Other Settings** - Activate E-receipts, configure system settings, and register your mobile devices.

*Please check your profile to ensure your first, middle and last name match your government-issued photo ID. If the name in your profile does not match your government-issued photo ID, please update your legal name in [UCPath](#). Name updates can take up to 72 hours to show in Concur.

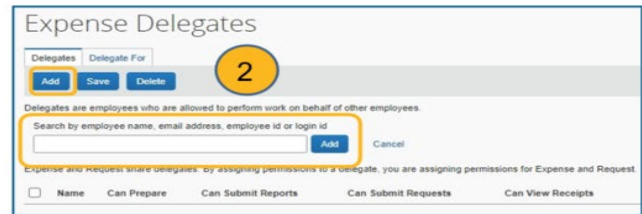
Updating Your Profile

Adding a Delegate

1) To add a delegate to your profile, click **Expense Delegates**.



2) Click **Add** and search for and select the employee(s) you want to add by finding their name and clicking **Add** by the search field.



3) Using the checkboxes, specify which tasks you want the delegate to perform on your behalf. Typically, users check **all of the check boxes** for delegates they wish to allow to prepare reports on their behalf.

(Only Approvers will have the **Can Preview for Approver** and **Receives Approval Emails** checkboxes.)

Click **Save**.

Note: Although a delegate can prepare the report and get it ready for submittal, the user will need to submit their own report. To enable the delegate to prepare reports and get them ready for submittal, make sure the **Can Prepare** and **Can Submit Reports** boxes are checked.]

