Verify Concur Account:

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

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

Login with your UCLA SSO/official UCLA email address:

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

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

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.

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 collinl@seas.ucla.edu as delegates and select all of the boxes except for the email box.

1) From the home page, click **Profile**
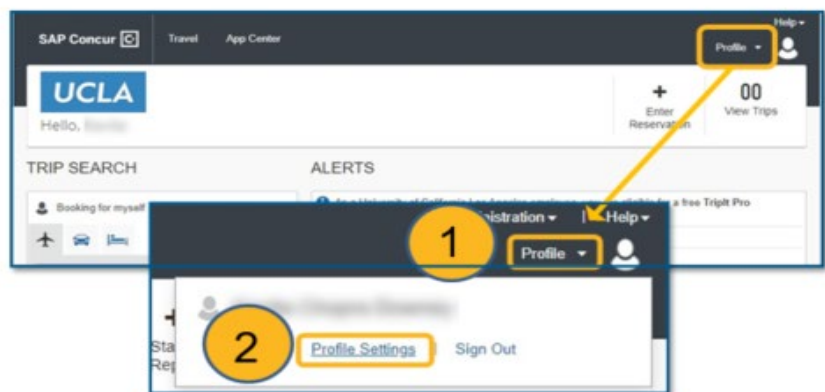
2) Click **Profile Settings**.

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.
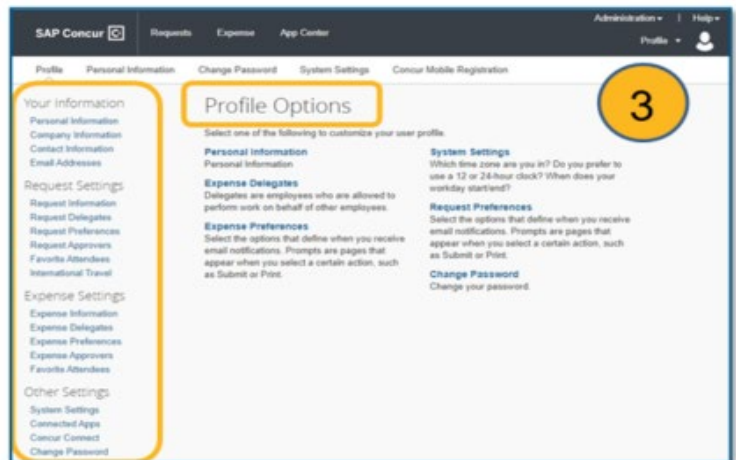
Use the following sections to start updating your Expense Profile:

- **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.
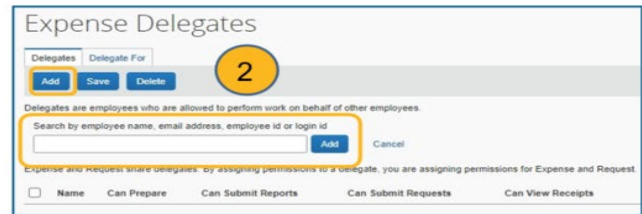
Updating Your Profile

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.