World Travel INC.

SAP Concur

Traveler Profile

We Make Travel Simple

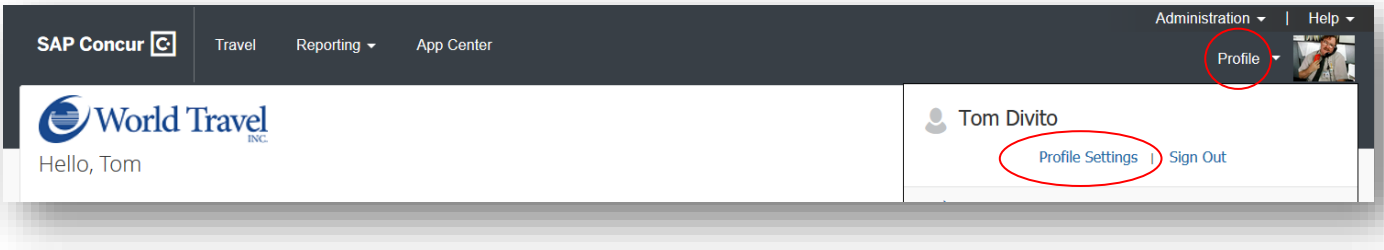
Important Note:

- Throughout the Profile page, you may see items in **RED** or **ORANGE**. Please pay close attention to these items, as they are very important and may indicate fields which are required by your organization and/or World Travel, Inc.

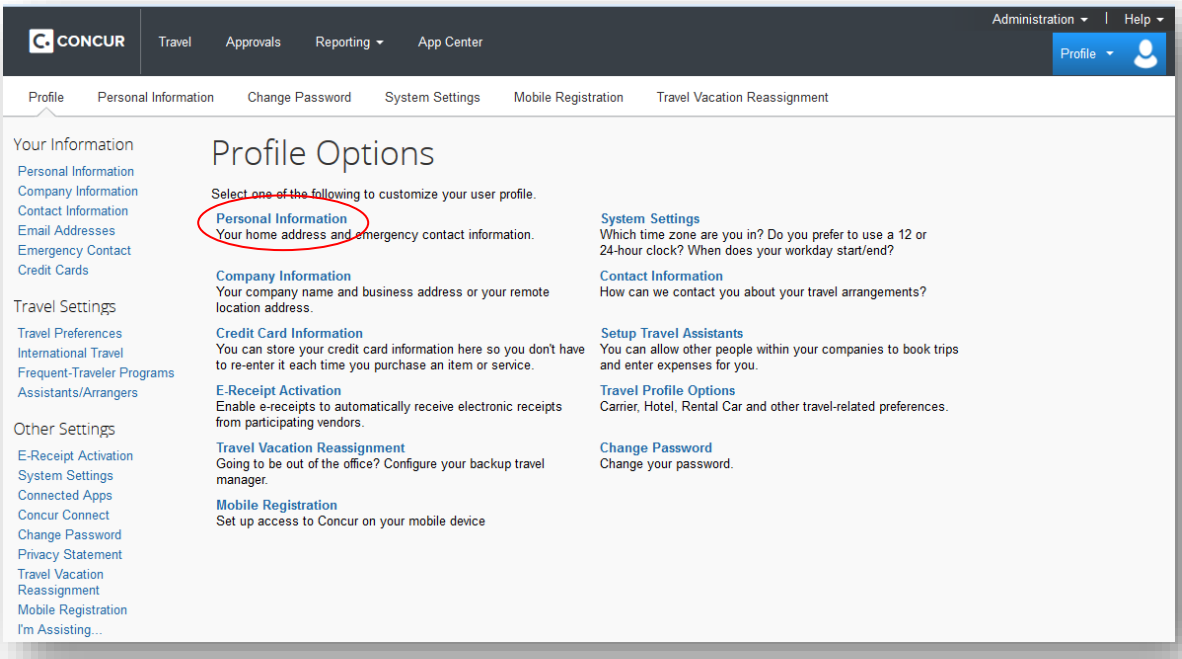
- You will see many Save buttons. You can save all your profile data by clicking ANY of the save buttons. They are positioned throughout the profile for your convenience. Click the nearest Save button to save any updates made to your profile.

Access Your Profile

Once you've logged in, click **Profile**, and then **Profile Settings…**

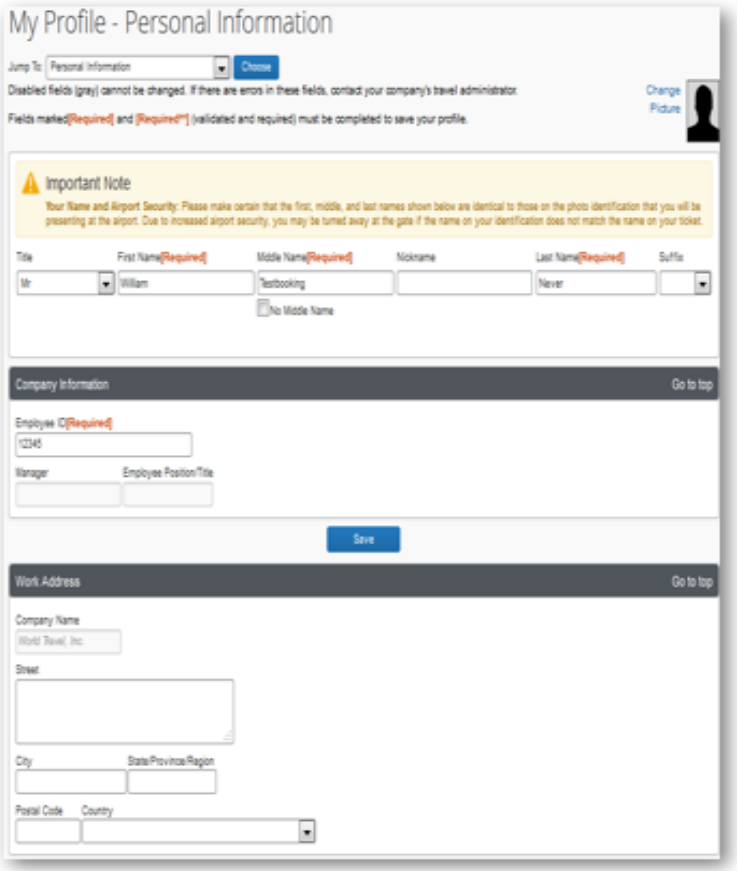


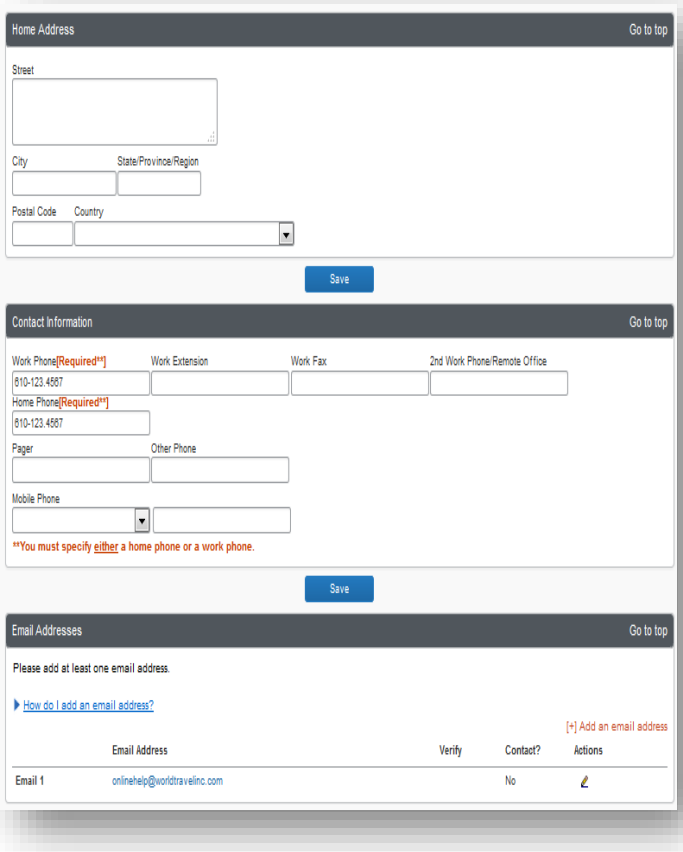
Then click **Personal Information**



Your name must match your photo identification.

Some Company Information may be required by your organization.



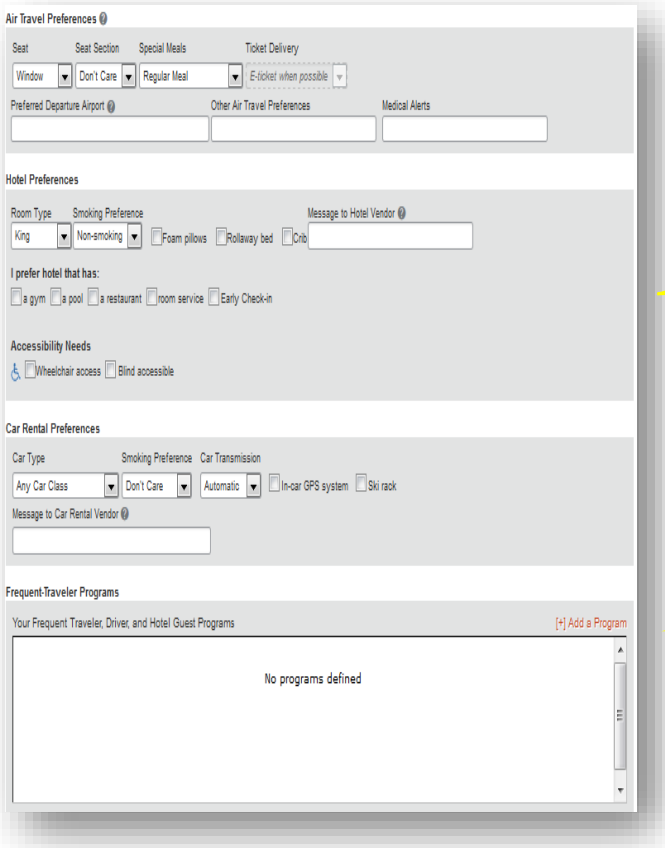


Home Address

Your Work and Home phone numbers are required. It is highly recommended that your mobile phone number is entered as well.

You may enter multiple email addresses; business or personal.

Travel Preferences

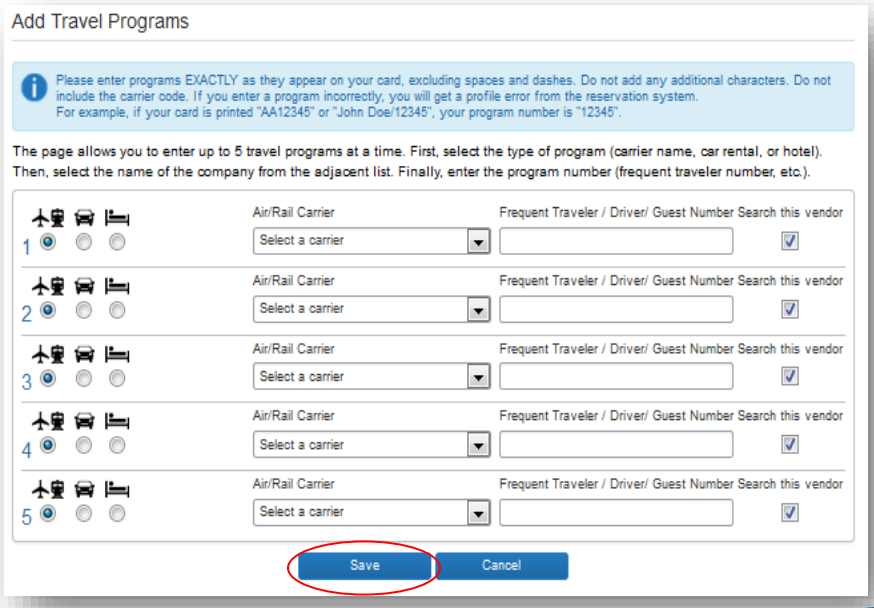


Select your Air, Hotel, and Car Rental preferences.

Click [+] Add a Program to open the **Frequent-Traveler Programs** window.

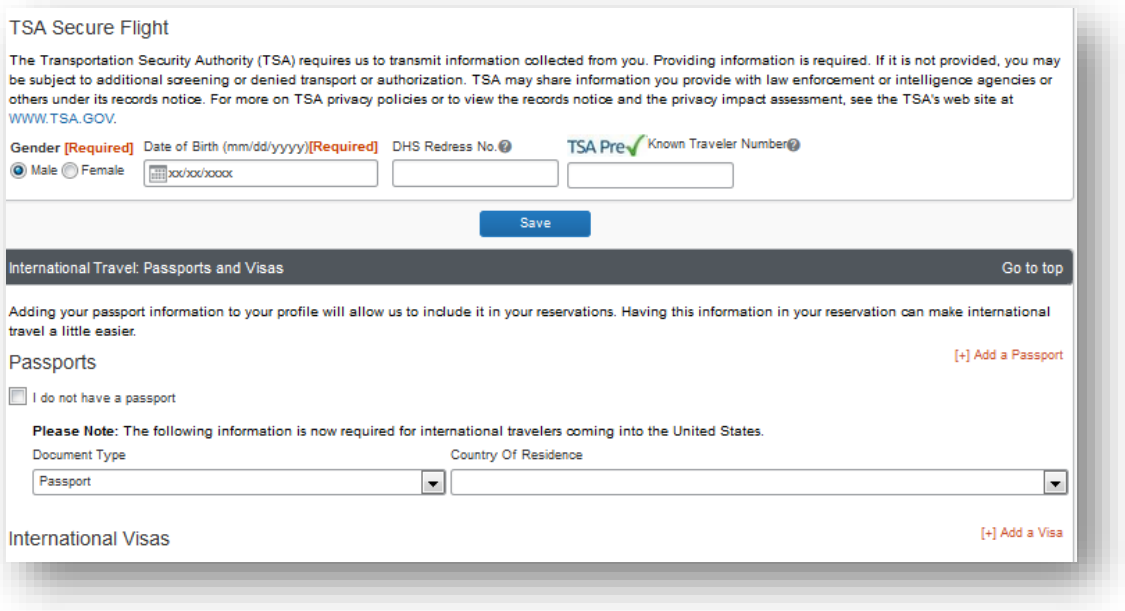
Add Memberships

Choose Air, Car, or Hotel. Then enter your membership number(s).



Passenger Details

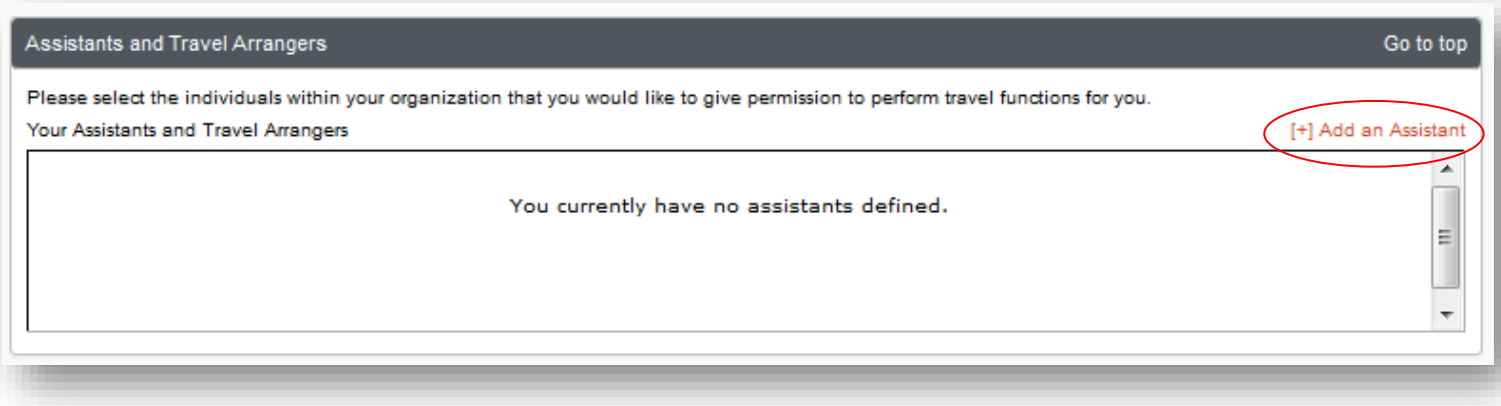
Gender and Date of Birth are required by the TSA. Known Traveler Number and Redress Number can be entered as well.

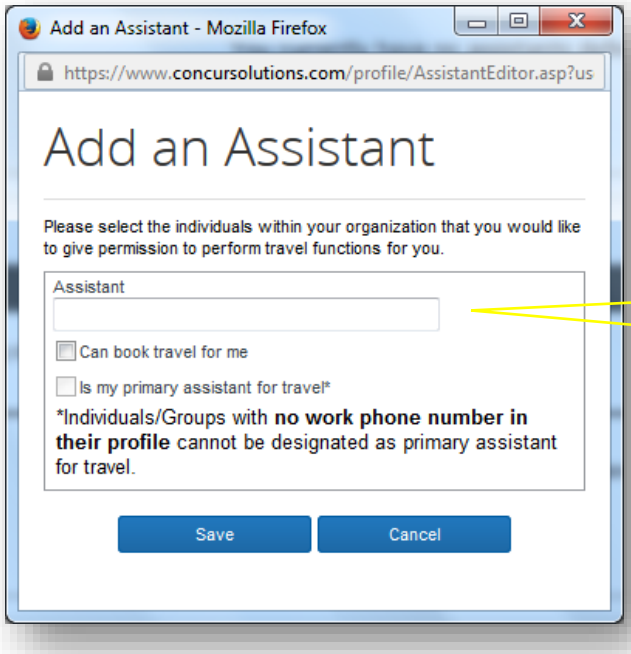


Passport and Visa information can be entered.

Travel Arrangers

You can grant others permission to book on your behalf.

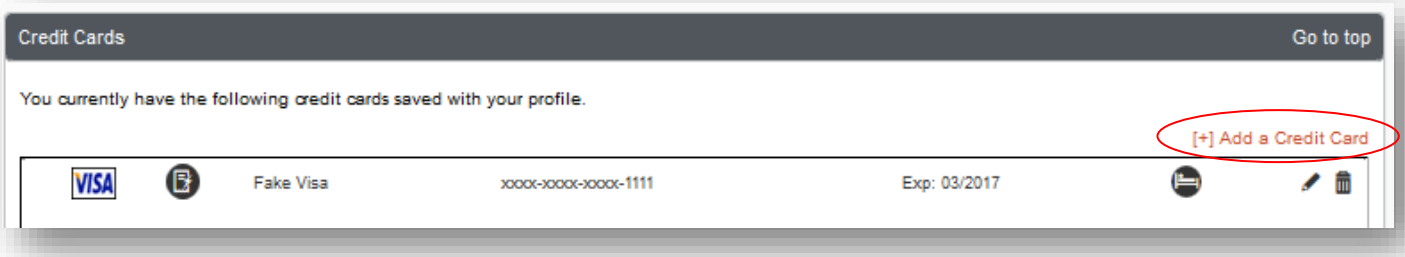


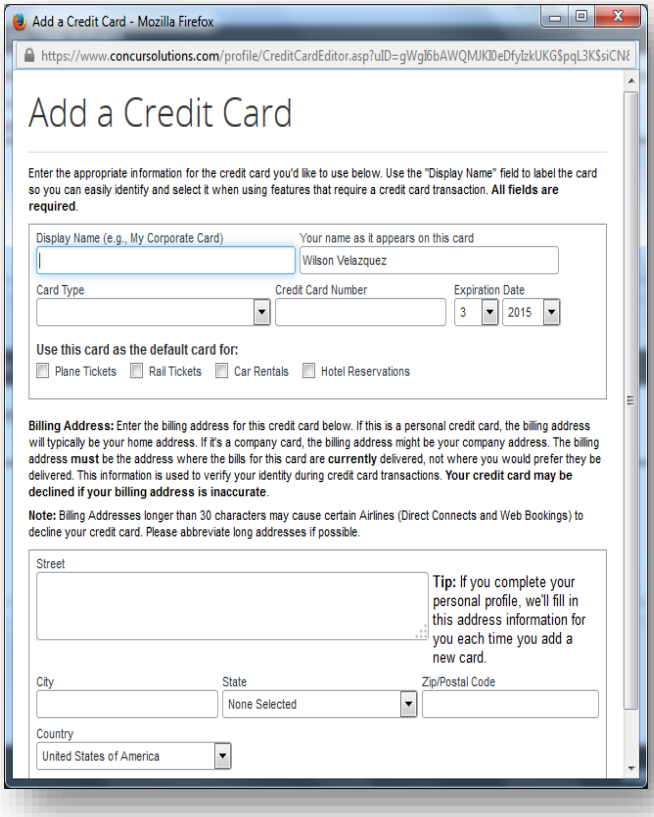


Type the person's name you wish to add as a travel arranger. (They must have a saved profile in order to add them).

Form of Payment

Your form of payment may vary based on your organization's travel policy.



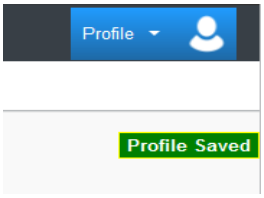


If your organization allows you to add your own form of payment, you can designate multiple credit cards to be used for different portions of travel. Example: You can use one credit card for "Plane Tickets", and a separate card for "Hotels".

Reminders

Your profile page has “Save” buttons placed throughout the page. Click any “Save” button to save all profile information entered.

Be sure to see the “Profile Saved” banner whenever you make changes.



Need Help?

Contact the World Travel, Inc. Online Support Team

800.221.4730

onlinehelp@worldtravelinc.com