





SAP Concur 

Traveler Profile

We Make Travel **Simple**

Important Note:

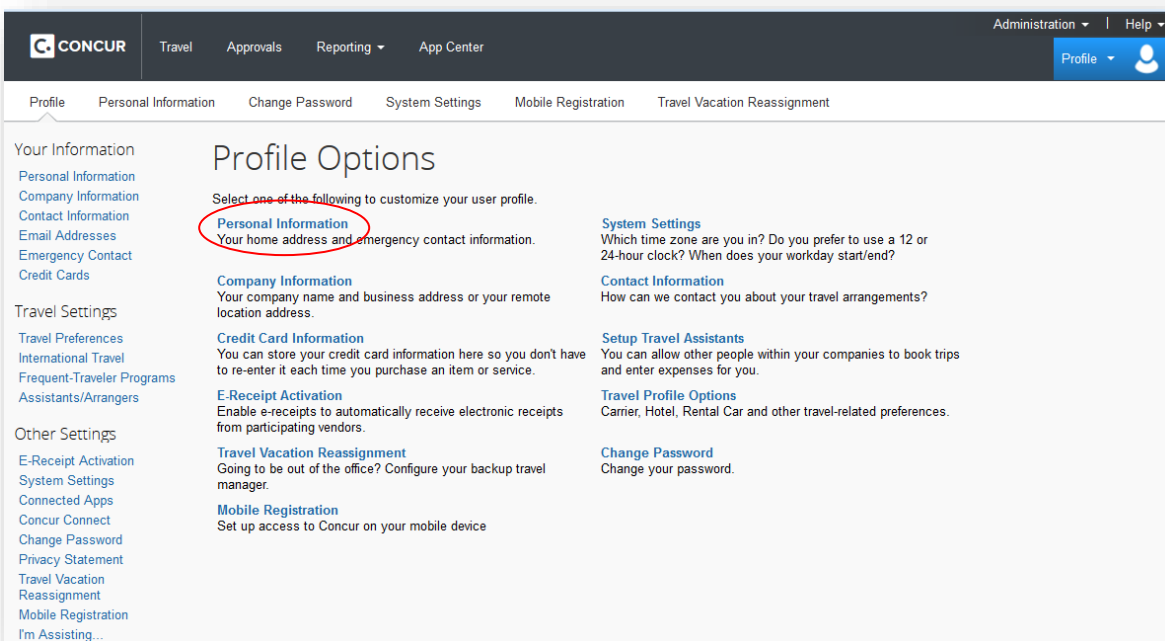
- Throughout the Profile page, you may see items in **RED** or **ORANGE**. Please pay close attention to these items, as they are very important and may indicate fields which are required by your organization and/or World Travel, Inc.
- You will see many  buttons. You can save all your profile data by clicking ANY of the save buttons. They are positioned throughout the profile for your convenience. Click the nearest  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.

My Profile - Personal Information

Jump To: [Personal Information](#) [Change Picture](#)

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **(Required)** and **(Required*)** (validated and required) must be completed to save your profile.

Important Note

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name (Required)	Middle Name (Required)	Nickname	Last Name (Required)	Suffix
Mr	William	Testbooking		Never	
<input type="checkbox"/> No Middle Name					

Company Information [Go to top](#)

Employee ID **(Required)**

12345

Manager Employee Position/Title

[Save](#)

Work Address [Go to top](#)

Company Name

World Travel, Inc.

Street

City State/Province/Region

Postal Code Country

Home Address

[Go to top](#)

Street

City State/Province/Region

Postal Code Country

[Save](#)

Contact Information [Go to top](#)

Work Phone **(Required*)** Work Extension Work Fax 2nd Work Phone/Remote Office

810-123-4567

Home Phone **(Required*)**

810-123-4567

Pager Other Phone

Mobile Phone

****You must specify either a home phone or a work phone.**

[Save](#)

Email Addresses [Go to top](#)

Please add at least one email address.

[How do I add an email address?](#)

[Add an email address](#)

Email Address	Verify	Contact?	Actions
Email 1 onlinehelp@worldtravelinc.com	No		Add

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

Air Travel Preferences

Seat: Seat Section: Special Meals: Ticket Delivery:

Preferred Departure Airport: Other Air Travel Preferences: Medical Alerts:

Hotel Preferences

Room Type: Smoking Preference: Message to Hotel Vendor:

I prefer hotel that has:

☐ a gym ☐ a pool ☐ a restaurant ☐ room service ☐ Early Check-in

Accessibility Needs

☐ Wheelchair access ☐ Blind accessible

Car Rental Preferences

Car Type: Smoking Preference: Car Transmission:

Any Car Class: Don't Care: Automatic: In-car GPS system: Ski rack:

Message to Car Rental Vendor:

Frequent-Traveler Programs

Your Frequent Traveler, Driver, and Hotel Guest Programs [+] Add a Program

No programs defined

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).

Add Travel Programs

Please enter programs EXACTLY as they appear on your card, excluding spaces and dashes. Do not add any additional characters. Do not include the carrier code. If you enter a program incorrectly, you will get a profile error from the reservation system. For example, if your card is printed "AA12345" or "John Doe/12345", your program number is "12345".

The page allows you to enter up to 5 travel programs at a time. First, select the type of program (carrier name, car rental, or hotel). Then, select the name of the company from the adjacent list. Finally, enter the program number (frequent traveler number, etc.).

1	<input type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier	Frequent Traveler / Driver/ Guest Number Search this vendor
		<input type="text"/>	<input type="text"/>
2	<input type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier	Frequent Traveler / Driver/ Guest Number Search this vendor
		<input type="text"/>	<input type="text"/>
3	<input type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier	Frequent Traveler / Driver/ Guest Number Search this vendor
		<input type="text"/>	<input type="text"/>
4	<input type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier	Frequent Traveler / Driver/ Guest Number Search this vendor
		<input type="text"/>	<input type="text"/>
5	<input type="radio"/> <input type="radio"/> <input type="radio"/>	Air/Rail Carrier	Frequent Traveler / Driver/ Guest Number Search this vendor
		<input type="text"/>	<input type="text"/>

Passenger Details


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



TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at WWW.TSA.GOV.

Gender **[Required]**

Date of Birth (mm/dd/yyyy)**[Required]**

DHS Redress No. 

TSA Pre✓ Known Traveler Number 

☒ Male ☐ Female

Save

International Travel: Passports and Visas

Go to top

Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.

Passports [+] Add a Passport

☐ I do not have a passport

Please Note: The following information is now required for international travelers coming into the United States.

Document Type

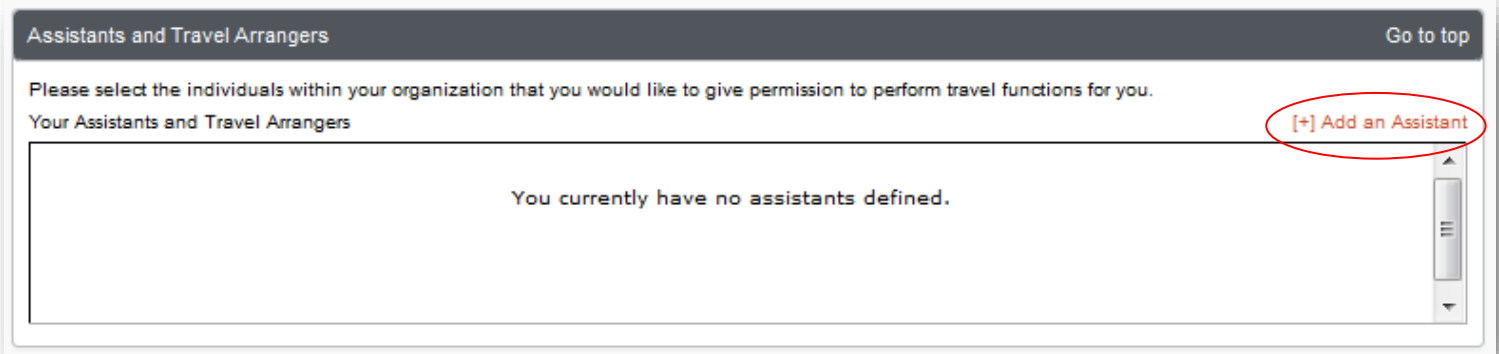
Country Of Residence

International Visas

[+] Add a Visa

Travel Arrangers

You can grant others permission to book on your behalf.

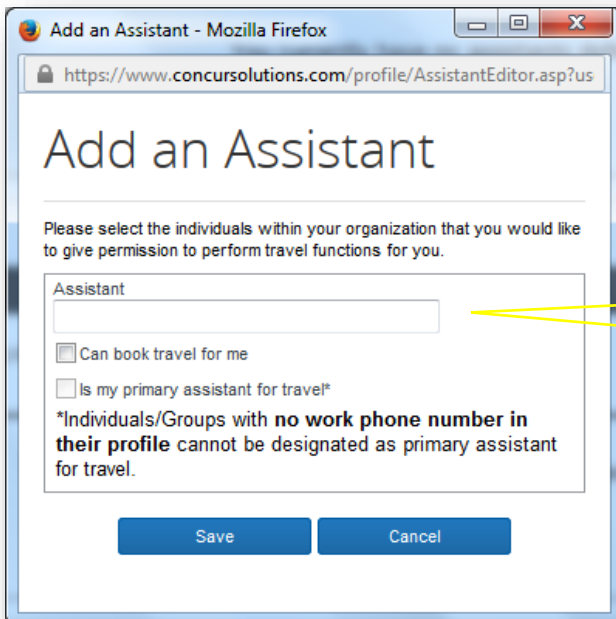


Assistants and Travel Arrangers Go to top

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Your Assistants and Travel Arrangers [+] Add an Assistant

You currently have no assistants defined.



Add an Assistant - Mozilla Firefox

https://www.concursolutions.com/profile/AssistantEditor.asp?us

Add an Assistant

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Assistant

☐ Can book travel for me

☐ Is my primary assistant for travel*

*Individuals/Groups with **no work phone number in their profile** cannot be designated as primary assistant for travel.

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.

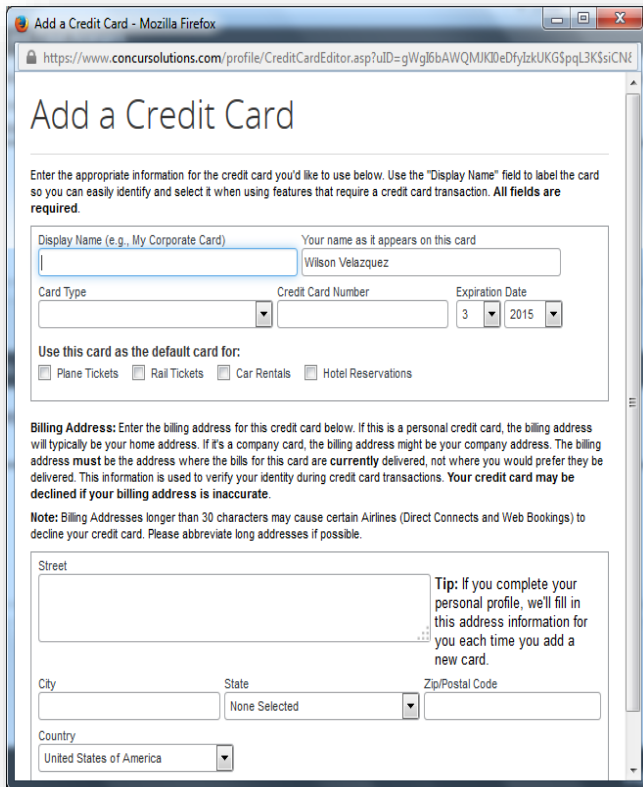


Credit Cards Go to top

You currently have the following credit cards saved with your profile.

		Fake Visa	xxxx-xxxx-xxxx-1111	Exp: 03/2017		
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[\[+\] Add a Credit Card](#)



Add a Credit Card - Mozilla Firefox

https://www.concursolutions.com/profile/CreditCardEditor.asp?uid=gWgI6bAWQMJK0eDfyzkUKGSpqL3KSsCN2

Add a Credit Card

Enter the appropriate information for the credit card you'd like to use below. Use the "Display Name" field to label the card so you can easily identify and select it when using features that require a credit card transaction. **All fields are required.**

Display Name (e.g., My Corporate Card)	Your name as it appears on this card		
<input type="text"/>	<input type="text" value="Wilson Velazquez"/>		
Card Type	Credit Card Number	Expiration Date	
<input type="text"/>	<input type="text"/>	<input type="text" value="3"/> <input type="text" value="2015"/>	

Use this card as the default card for:

☐ Plane Tickets ☐ Rail Tickets ☐ Car Rentals ☐ Hotel Reservations

Billing Address: Enter the billing address for this credit card below. If this is a personal credit card, the billing address will typically be your home address. If it's a company card, the billing address might be your company address. The billing address **must** be the address where the bills for this card are **currently** delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions. **Your credit card may be declined if your billing address is inaccurate.**

Note: Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street		
<input type="text"/>		
City	State	Zip/Postal Code
<input type="text"/>	<input type="text" value="None Selected"/>	<input type="text"/>
Country		
<input type="text" value="United States of America"/>		

Tip: If you complete your personal profile, we'll fill in this address information for you each time you add a new card.

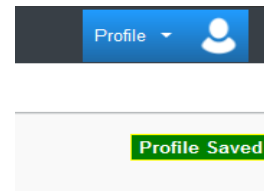
If your organization allows you to add your own form of payment, you can designate multiple credit cards to be used for different portions of travel. Example: You can use one credit card for "Plane Tickets", and a separate card for "Hotels".

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