

Concur



# Travel Checklist



## Update Your Profile

Keep your Concur Profile up-to-date to prevent errors and delays in your travel.

- ✓ Personal information
- ✓ Work/home address
- ✓ Contact information
- ✓ Email addresses
- ✓ Emergency contact
- ✓ Travel preferences
- ✓ TSA Secure Flight (optional)
- ✓ Passports and Visas (optional)
- ✓ Credit Cards (recommended)

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**Go to your Concur Profile Settings to make updates!**

