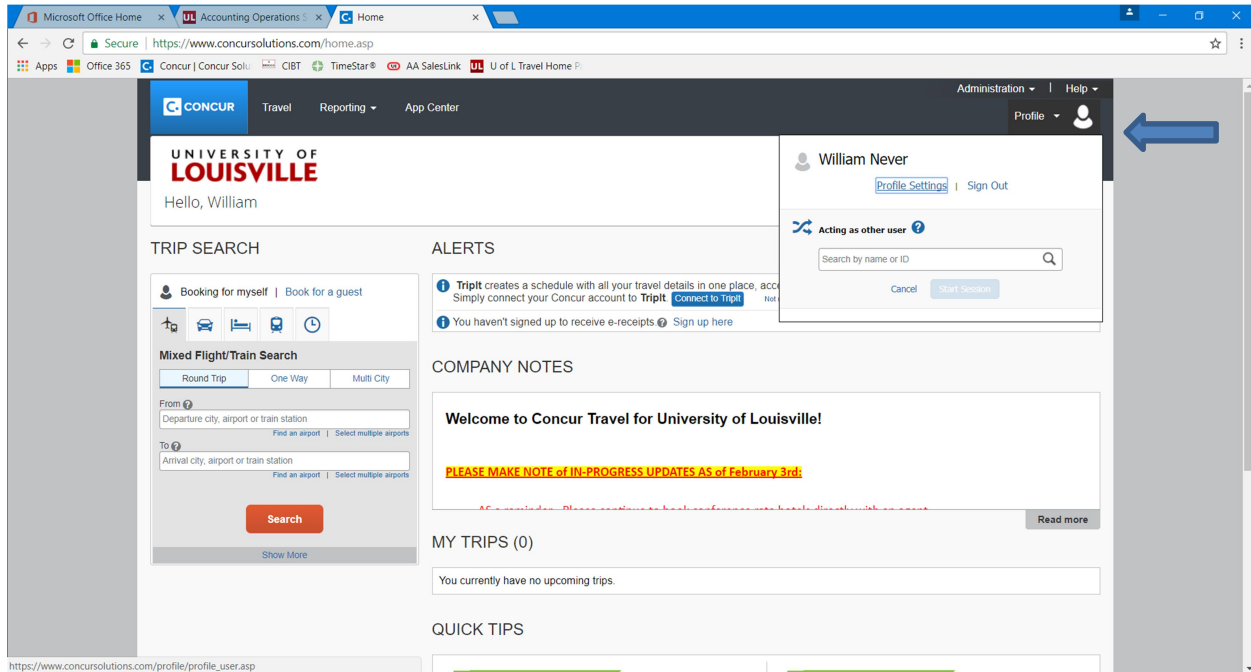


BOOKING FOR OTHERS IN CONCUR

University policy requires all faculty/staff members have a completed profile. Current faculty/staff members should not be booked as guests. To create a reservation for another faculty or staff member, you will need to access their own profile by “Acting as them.” On the Concur home page, in the upper right corner, click on the down arrow next to “Profile.” You will then see “Acting as other user” Simply add their last name followed by their first name. If they have a completed profile, it will become available for you to select.



If nothing comes up, most likely they do not have a completed profile. Please direct them to [Use this link to access Concur, https://louisville.edu/finance/controller/acctops/travel](https://louisville.edu/finance/controller/acctops/travel)

Click on the Concur logo and log in using your ULink log in (with @louisville.edu) and ULink password. Please check both boxes and select Login. Once you are logged in, review and complete your profile by clicking on the arrow in the right corner of the display next to “Profile.” Your travel arrangements will go much smoother if you complete the entire profile. Please make sure you have at least completed the required fields:

- Department Name
- Speed Type (Enter the most often used. This information can change on each trip if necessary.)
- Work Phone or Home Phone (we highly recommend including a Mobile Phone as well.)
- TSA Secure Flight Details (Gender and date of birth)

If they are unable to log into Concur, Please email the following details to: onlinetravel@anthonytravel.com

- Name as listed on your government issued id
- Date of Birth
- ULink log in
- Department Name
- Speed Type Code