


SAP Concur  Administration | Help

Requests Travel Expense Approvals Reporting App Center Locate


FERRIS STATE UNIVERSITY
Expense & Travel Management

Hello, [Redacted]

+ New 00 Required Approvals 00 Authorization Requests 01 Available Expenses 01 Open Reports 00 Cash Advances

TRIP SEARCH **ALERTS**


Booking for myself | Book for a guest




Please be sure to select the lowest possible fare within policy. Book air, hotel, and car reservations together to avoid additional agency charges.

Mixed Flight/Train Search

Round Trip One Way Multi City


From 
Departure city, airport or train station

To 
Find an airport | Select multiple airports

As a Ferris State University employee, you are eligible for a free Tript Pro subscription. [Learn More and Activate](#) Not right now

Message for Administrators
SAP CONCUR FUSION
Americas | March 16-18
Free Virtual Event [Learn more](#)

COMPANY NOTES

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Hello, Marie

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
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COMPANY NOTES

Profile 

Profile Settings | Sign Out

Acting as other user ?

- Act on behalf of another user
- Act as user in assigned group (Proxy)

Search by name or ID

Cancel Start Session

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

Expense Settings

- Expense Information
- Bank Information**
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees

Other Settings

- E-Receipt Activation
- System Settings
- Connected Apps
- Concur Connect
- Change Password
- Forgot Concur Mobile PIN
- Travel Vacation Reassignment
- Concur Mobile Registration

Profile Options

Select one of the following to customize your user profile.

Personal Information

Your home address and emergency contact information.

Company Information

Your company name and business address or your remote location address.

Credit Card Information

You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

E-Receipt Activation

Enable e-receipts to automatically receive electronic receipts from participating vendors.

Travel Vacation Reassignment

Going to be out of the office? Configure your backup travel manager.

Expense Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.

Expense Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Concur Mobile Registration

Set up access to Concur on your mobile device

System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information

How can we contact you about your travel arrangements?

Setup Travel Assistants

You can allow other people within your companies to book trips and enter expenses for you.

Travel Profile Options

Carrier, Hotel, Rental Car and other travel-related preferences.

Bank Information

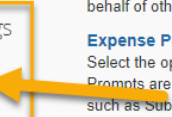
Bank Information

Request Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Change Password

Change your password.



Your Information

- Personal Information
- Company Information
- Contact Information
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Reporting Settings

- Reporting Budget
- Notification Settings

Bank Information

Complete this information.

Bank Country/Region: UNITED STATES | Bank Currency: US, Dollar

Routing Number: xxxxx | Bank Account Number: xxxxxx | Re-Type Bank Account Number: |

Bank Name: | Branch Location: | Account Type: |

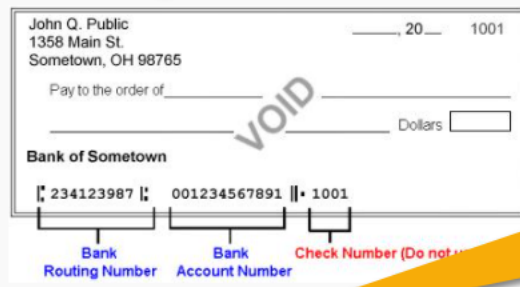
Status: Confirmed | Active: Yes

Personal Address Line 1: | Personal Address Line 2: |

City: | State: | ZIP Code: |

Save I authorize the use requirement below

You hereby (1) authorize direct deposit into your bank account for funds due to you from your employer using electronic funds transfer (EFT) payment services provided by Bambora Inc. or any of its affiliates (Privacy Statement), (2) represent that the information that you enter is accurate and complete in all respects, and (3) agree that you are solely responsible for ensuring that all such information remains accurate and complete in all respects.



Routing Number is usually located between the @ symbols on your check and is 9 digits.
Account Number is usually located before the # symbol on your check and is 3-17 digits.

If you set this information up previously, you can see your history here.

Account History

Routing Number	Bank Account ...	Account Type	Active	Activity	Description	Last Changed	Changed By
xxxxx	xxxxxxx		Yes	Confirmed	The account is eligible to receive payments.	09/19/2019 12:1...	
xxxxx	xxxxxxx		Yes	Confirmed	The account is eligible to receive payments.	11/12/2015 07:4...	
xxxxx	xxxxxxx		Yes	Changed	The bank account information was either created or changed.	11/12/2015 11:2...	