## How to adjust Concur emails:

1. Click on "Profile" text in top right of screen



2. Click on "Profile Settings"

SAP Concur 🖸	Travel	Expense	Approvals	Reporting -	App Cen	ter		Help - Profile + 💄
BOSTON UNIVERSITY Hello, CHRISTO	PHER				+ Start a Report	+ Upload Receipts	Ol Requ Appro	CHRISTOPHER DAVID RAMSEY
								🔀 Acting as other user 🕑

## 3. Select "Expense Preferences"



4. Go through and adjust email settings and click Save

Profile Personal Inform	ation System Settings Concur Mobile Registration							
Your Information Personal Information Company Information Contact Information Email Addresses Emergency Contact Credit Cards	Expense Preferences							
	Seve Cencel							
	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.							
	Send email when							
Travel Settings Travel Preferences International Travel Frequent-Traveler Programs Assistants/Arrangers	The status of an expense report changes							
	New company card transactions arrive							
	Feed receips are successfully received     An expense report is submitted for approval							
Expense Settings Expense Information Expense Delegates Expense Preferences Expense Approvers Favorite Attendees	Prompt							
	For an approver when an expense report is submitted							
	Display							
	Make the Single Day Itineraries page my default in the Travel Allowance wizard							
Other Settings								
E-Receipt Activation System Settings								
Connected Apps								
Concur Connect Forgot Concur Mobile PIN								
Concur Mobile Registration								
Reporting Settings								
Notification Settings								

5. To adjust additional email notifications follow above steps 1 & 2 but select "System Settings" from Profile Options page

Profile Personal Information System Settings Mobile Registration							
Your Information Personal Information Company Information	System Settings Regional Settings and Language Calendar Settings						
Contact Information Email Addresses Emergency Contact Credit Cards Travel Settings Travel Preferences International Travel Frequent-Traveler Programs Assistants/Arrangers Request Settings Request Settings Request Delegates Request Delegates Request Preferences Request Preferences Request Preferences Request Preferences Request Approvers Favorite Attendees	Default Language     English (United States)       Number Format     1.000.00       Placement of Currency Symbol     Before the amount       Negative Number Format     -100	Start week on Sunday V Start Day View At 08:00 am V End Day View At 08:00 pm V Default View month V					
	Negative Currency Format 100 V mile/km mile V Date Format mm/dd/yyyy V Time Format h:mm AM/PM V	Other Preferences Home Page Rows per page 25					
	Hour/Minute Separator : 👽 04/23/2015 10:56 am Time zone (local time) (UTC-05:00) Eastern Time (US & Canada)	Other Settings					
Expense Settings Expense Information Expense Delegates Expense Preferences Expense Approvers Favorite Attendees Other Settings	Email Notifications   Send an email every time something is put in or removed from my approval queue  Send a daily summary of items in my queue  Let me know when one of my requests is approved or denied  Send Confirmation Emails  Send Trip-on-Hold Reminder Emails  Send Trip-on-Hold Travel Reminder Email						
E-Receipt Activation System Settings Connected Apps Concur Connect	Serie Cancellation Cinais V	el -					

6. Select and unselect check boxes based on emails you want to receive and click Save button