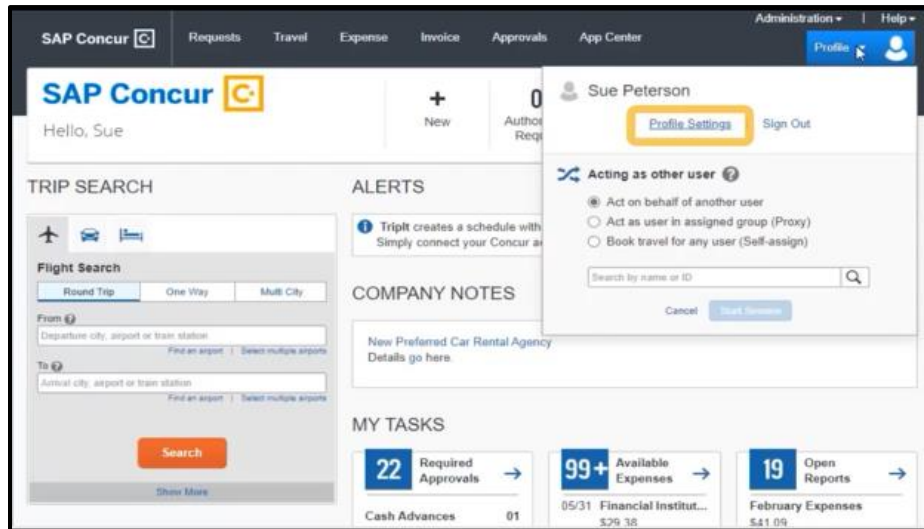


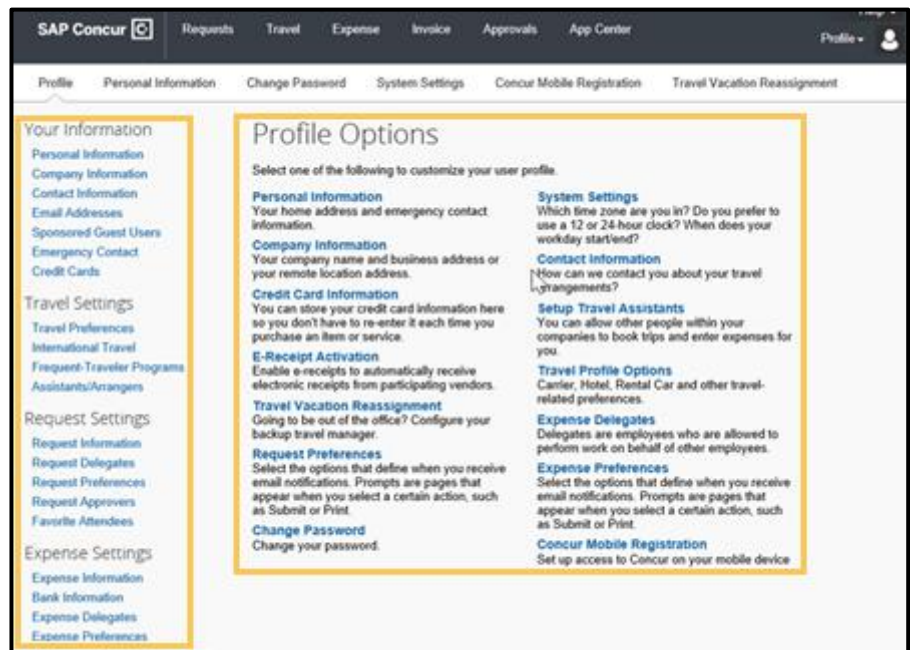
# Updating Your Expense Profile

From your Expense profile, you can update information such as your personal information, contact information, and emergency contacts. You can add your expense delegates, view the approvers for your expense reports, and add favorite attendees for your use in expense reports.

1. To access your Expense profile, from the **SAP Concur** home page, select **Profile**, and then select **Profile Settings**.



You will find the most common profile tasks on the **Profile Options** page. You can also use the menus on the left to select a setting to update.



2. Use the following sections to start updating your Expense Profile. We highly recommend updating the following sections in your user profile before you begin creating and submitting your Expense reports.
  - **Your Information** – Review and update your personal information, company and contact information, and emergency contacts. Verify your email addresses and add or update credit cards that are available to use for purchases.
  - **Expense Settings** – Update your Expense information including your reimbursement currency and your cash advance balance. Add expense delegates that can create, edit, and/or submit expense reports for you. View the approvers for your expense reports, register for a company car, and add your favorite attendees. You can also add your bank and company card information.
  - **Other Settings** – Activate E-receipts, configure system settings, and link your Concur account to available partners. Change your password, choose someone to handle travel approvals in your absence, and register your mobile devices.