



Manage Delegates

Verifying an email address enables the user to forward receipts from the verified email account directly to their Available Receipts in Expense. Once verified, users can email their receipts to receipts@concur.com or receipts@expenseit.com and forward itineraries or travel plans to plans@tripit.com. We recommend verifying all email addresses used to receive receipts for UA business travel.

1. Open “Personal Information” under Profile Options or “Email Addresses” under Your Information

Your Information

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

Profile Options

Select one of the following to customize your user profile.

- Personal Information**
Your home address and emergency contact information.
- System Settings**
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does

2. Scroll down the page to the Email Addresses section or select “Email Addresses” from the Jump To drop-down menu

My Profile - Personal Information

Jump To:

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

3. Click the “Verify” link for the desired email address

Email Addresses Go to top

Please add at least one email address.

[How do I add an email address?](#)
[How do I verify my email address?](#)
[Why should I verify my email address?](#)
[If I am a travel arranger or delegate, what do I need to do?](#)
[I would like to have someone arrange travel or delegate expense on my behalf, what do I need to do?](#)

[+ Add an email address](#)

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 jrlavik@alaska.edu	Not Verified	Verify	Yes	

4. The system sends a verification code to that email

SAP Concur

Welcome [REDACTED]

to Concur Email Verification!

You have requested that an email address in your Concur profile be verified. The next step is to log in to Concur and navigate to your Profile - Email Addresses section. Copy the verification code listed below and paste it into the adjoining field, as shown here:
 Verification Code: G8H8XCN591PE3EVQVJ75



5. Enter the verification code in the Enter Code field and click “OK”

Email Address	Verification Status	Verify	Contact?	Actions
Email 1	Check email for code	Resend Cancel	Yes	
Enter Code		<input type="text"/>	<input type="button" value="OK"/>	

6. A confirmation message appears with information on where to send receipts and trip itineraries (from non-Concur/CTM bookings)

Email Verification Status

Your email address has been verified.
You may now send receipts to Concur by emailing receipts@concur.com
You may now send trips to Concur by emailing plans@tripit.com

7. The email now has a green check indicating it as “Verified;” click Save

Email Address	Verification Status	Verify	Contact?	Actions
Email 1	Verified	Disable Verification	Yes	

[+ Add an email address](#)