



# Travel Management System (TMS)

JOB AID # 1.03

Date: 1/31/2015

## Job Aid Description: Profile Set Up

There are two (2) steps that **MUST** be completed to set up your Profile and begin using the TMS. The rest of the Profile information can be completed at your discretion.

### Step 1: Verify/Update Personal Information & Travel Preferences

1. Login to the Concur website at: <https://www.concursolutions.com/>.
2. Enter the user id and password information provided to you by the KSU travel administrator.  
*Note: always include @ksu as part of your user id!*  
If you are unable to access the system, email [travel@kennesaw.edu](mailto:travel@kennesaw.edu) or call 470-578-4394.
3. At the top right hand side of the My Concur page, click **Profile** and then **Profile Settings**.
4. Click **Personal Information** (Company Information (Employee ID) will be auto-populated).
5. Work Address: Your Company Name will default to State of Georgia. In the Search for company locations field, enter Kennesaw State University and select to populate the field. Then select the check box, Address same as assigned location. KSU address will automatically populate.
6. Home Address is populated using information from ADP. **Do not change in TMS!** If you have an address change, please change through ADP and the travel system will update automatically within 48 hours.
7. Verify and Update Contact Information, if necessary.
8. Enter any necessary information in **Travel Preferences**. Frequent Traveler Program information may be entered here. Click **Save** after all programs are entered. Please note: TSA information **MUST** be updated.
9. Enter the required passport information under the **International Travel** section if you plan to travel internationally.
10. Check the following three areas below to confirm your Default **Manager/Approver** and **Speed Chart**.
  - a. Under **Company Information** confirm the **Manager** (your default Approver) and **Speed Chart**.
  - b. From the **My Profile** menu on the left, under **Request Settings**, click **Request Approvers**. Confirm the **Default Approver** is same as the **Manager** on the **Company Information** section.
  - c. From the **My Profile** menu on the left, under **Expense Settings**, click **Expense Approvers**. Confirm that the **Default Approver** for expense reports and cash advances is same as the **Manager** on the **Company Information** section.  
If any changes need to be made to your Default Manager and/or Speed chart, please email [travel@kennesaw.edu](mailto:travel@kennesaw.edu). (Note: allow minimum 48 hours for changes to be made).

### Step 2: Set up Personal Vehicle Information

1. At the top of the **My Concur** page, click **Profile** and then **Profile Settings**.
2. On the **Expense Settings** menu on the left side of the page, click **Personal Car**.
3. On the **Personal Car Registration** page, click **New**.
4. In the **Vehicle ID** field, enter **"PERSONAL CAR-TIER 1"** as the name. (Note: **Tier I Rate** is used when it is determined that a personal vehicle is the most economical form of transportation.)
5. Click on the **Vehicle Type** drop down arrow and choose **Car – Tier I**. Marked Preferred Car.
6. Click **Save**.
7. If a **Tier II Rate** is used Repeat 1-5 (replacing the 1 with 2) (Note: **Tier II Rate**--when another form of travel is most economical, but personal car is used.)