



Travel Management System (TMS)

JOB AID # 1.04

Date: 1/31/2015

Job Aid Description: Add Personal Car

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 I"** as the name. (Note: **Tier I Rate**—when 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 I with II) (Note: **Tier II Rate**--when another form of travel is most economical, but personal car is used.)

Note: The TMS configuration does not allow you to delete your first Tier I car. Please email Travel@kennesaw.edu if you need to remove it for any reason.