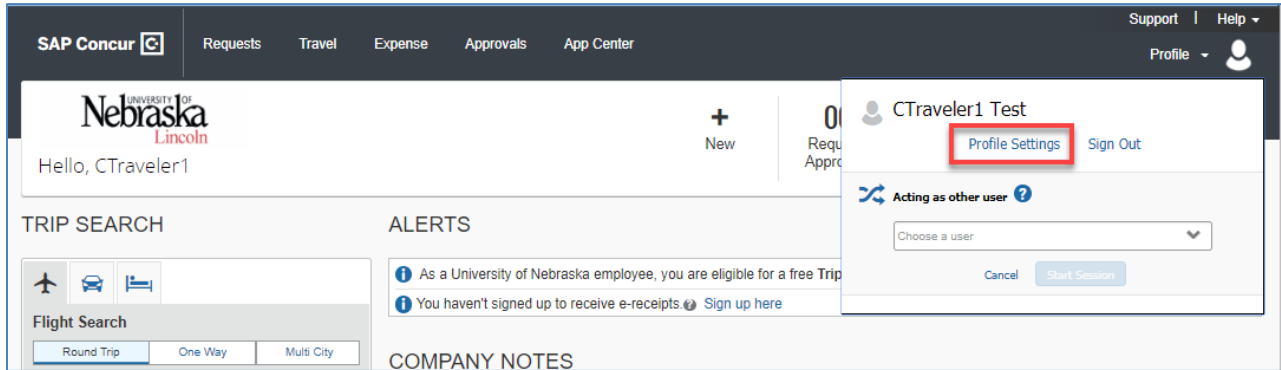
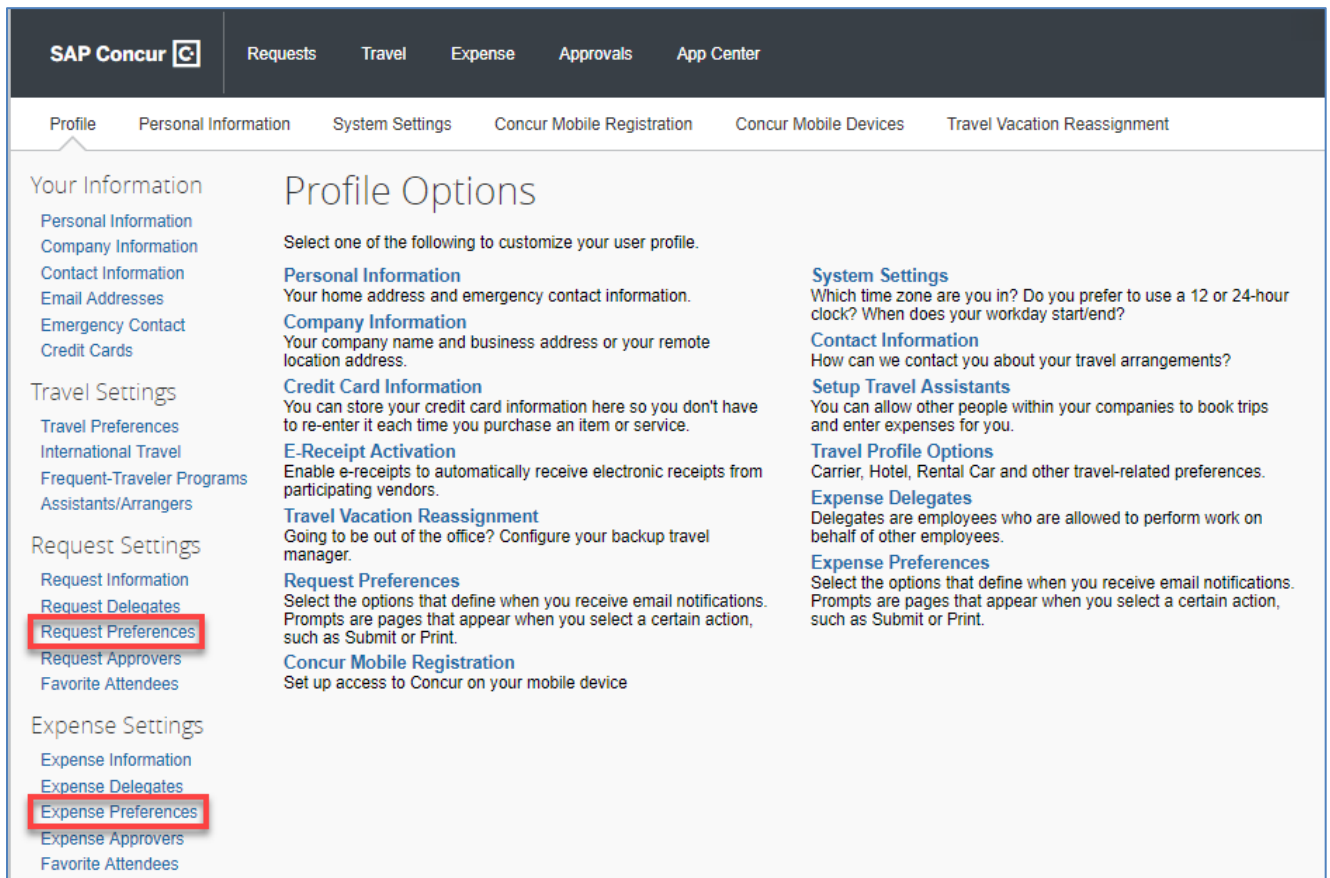


To change email settings for requests and expenses, click on Profile at the top right of the screen and select Profile Settings.



Click on either request preferences or expense preferences.



Select or deselect the checkmark options for request email options. Click on save.

The screenshot shows the 'Request Preferences' page in the Concur system. The left sidebar contains navigation links for 'Your Information', 'Travel Settings', 'Request Settings', and 'Expense Settings'. The main content area has a 'Save' and 'Cancel' button at the top. Below the buttons is a heading 'Request Preferences' and a sub-heading 'Send email when...'. Under this heading, there are two checked checkboxes: 'The status of a request changes' and 'A request is submitted for approval'. Below this is a 'Prompt...' section with one unchecked checkbox: 'For an approver when a request is submitted'. A red box highlights the 'Send email when...' section.

Select or deselect the checkmark options for expense email options. Click on save.

The screenshot shows the 'Expense Preferences' page in the Concur system. The left sidebar contains navigation links for 'Your Information', 'Travel Settings', 'Request Settings', and 'Expense Settings'. The main content area has a 'Save' and 'Cancel' button at the top. Below the buttons is a heading 'Expense Preferences' and a sub-heading 'Send email when...'. Under this heading, there are four checked checkboxes: 'The status of an expense report changes', 'New company card transactions arrive', 'Faxed receipts are successfully received', and 'An expense report is submitted for approval'. Below this is a 'Prompt...' section with one unchecked checkbox: 'For an approver when an expense report is submitted'. Below that is a 'Display...' section with one unchecked checkbox: 'Make the Single Day Itineraries page my default in the Travel Allowance wizard'. A red box highlights the 'Send email when...' section.