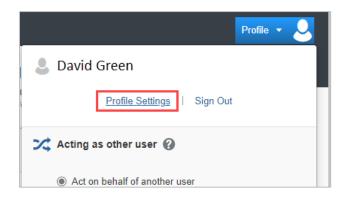
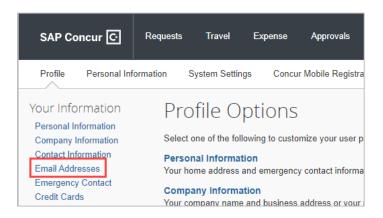
To ensure employees receive email communication regarding travel, including notification to submit expense reports for reimbursement, emails need to be verified in Concur.

To verify, click on Profile, then Profile Settings:



From the left side, select *Email Addresses*.



Click *Verify* and a notification will be sent to the email listed with a 15-digit code that needs to be entered into Concur.

Email Addresse	25				Go to top
Please add at least one email address.					
► <u>How do I add an email address?</u>					
▶ 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	dgreen@nebraska.edu	Not Verified	Verify	Yes	