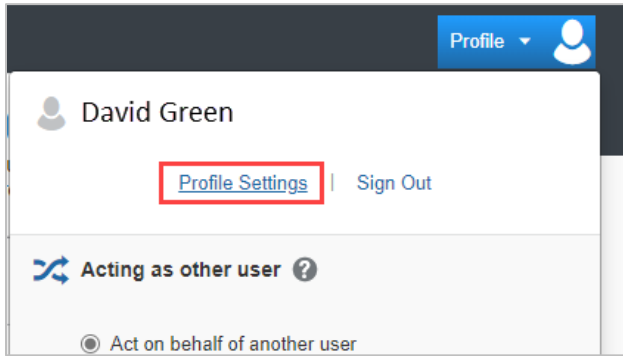
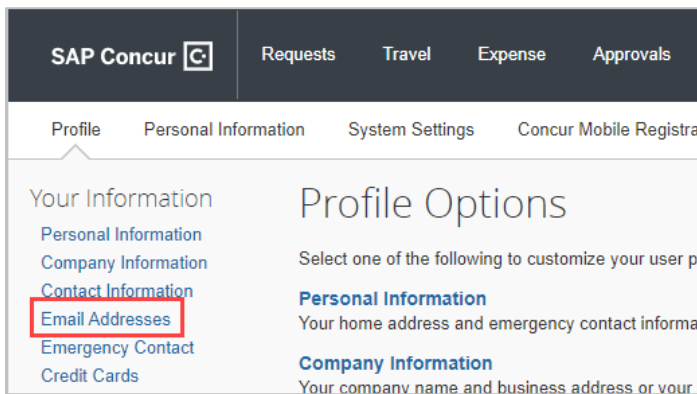


To ensure employees receive email communication regarding travel, including notification to submit expense reports for reimbursement, emails need to be verified in Concur.

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.

