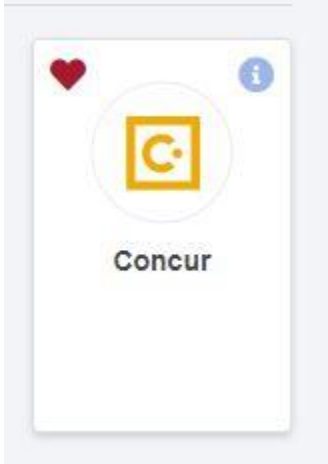


1. When you go into your MyJH profile, browse by category till you get to “Travel” at the very bottom. Under “Travel” search for the Concur icon, looks like this:



2. Once you select this Concur icon, you will see your ‘profile’ icon in the upper right hand corner similar to how it was positioned in your MyJH profile. Click on it and then in the drop down, click on profile settings, you will see “Your Information” on the left, fill out these sections on the left and don’t forget to go back in and select me as your delegate under the “Request Delegates” section and check off the boxes “can prepare”, “can submit”, etc.:

fill out these sections to be reimbursed

my delegate number is my original email (there are several Jennifer Millers in the system)

fill out these sections to be reimbursed

my delegate number is my original email (there are several Jennifer Millers in the system)

Request Delegates **jmill263**

Important Note: Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket. If adding a Known Traveler Number please note the number must be at least nine digits.

Title	First Name	Middle Name	Nickname	Last Name	Suffix

3. Then fill out the attached form as best you can, Accounts Payable requires full names, not abbreviations please, (anything purchased besides meals or travel, like books or computer accessories, still goes in the travel section of the form, sorry for any confusion) and sign and return to me with your receipts showing the date purchased and form of payment (usually last 4 of card is on the receipt, if not an online statement withdraw screenshot works for Accounts Payable. If you need to send a full statement, I encourage faculty to blot/blacken out anything else not related to the withdrawal itself and last four of card number)