Processing Steps Screenshot Log in to concur Concur Log in using this link. Enter CSUSM Login to California State Credentials. Hit **University Identity Provider** log in. Campus Username amsanchez Password Login [Forgot Your Password?] [Need help? Contact IITS] Concur warning Login Warning × updates, click ok. Important Note Your Name and Airport Security: Please make certain that the first, middle, and last names listed in your travel profile are identical to these 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 licket. Please contact your Concur Administrator for any updates to your name in your travel profile prior to booking travel. Thank you Go to the right-Profile • hand corner, click Profile, and then Profile 00 00 00 Settings. Available Open Authorization Requests Expenses Reports Angela M Sanchez Profile Settings | Sign Out 🔀 Acting as other user 🔞 Search by name or ID Q Cancel Start Session

How to enter Personal Car Information for Mileage Expenses:

Click the Personal Car tab. (both links route to the same location)	Expense Settings Prompts are pages that appear when you select a c Expense Settings such as Submit or Print. Expense Information Personal Car Expense Delegates Personal Car Expense Preferences Personal Car Expense Approvers Personal Car Favorite Attendees Submit or Print.
Click on new	Personal Car Registration This page displays all the personal cars that have been registered. Click New to register another car. Reimbursement Method: Personal Car - Variable Rates New Reimbursement Method: Personal Car - Variable Rates Vehicle ID Mileage Rate Type No cars found for this configuration
Vehicle ID, type Personal and select 1 Personal Car from the drop down.	Personal Car Registration This page displays all the personal cars that have been registered. Click New to register another car. Reimbursement Method: Personal Car - Variable Rates New Remove
Click Save.	Vehicle ID Personal Preferred Car Save
Select this car when expensing mileage claims.	Personal Car Registration This page displays all the personal cars that have been registered. Click New to register another car. Rembusement Method. Personal Car - Variable Rates Vehicle ID Mileage Rate Type Personal 1 Personal Car 1 Personal Car Yes