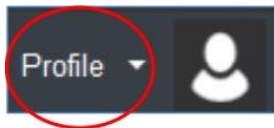


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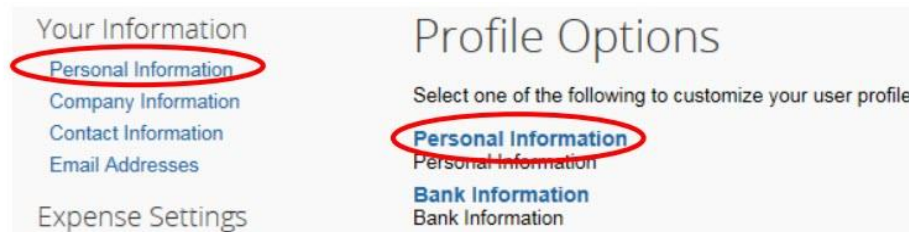
Travel Department
Office of Finance & Accounting

Verifying your email

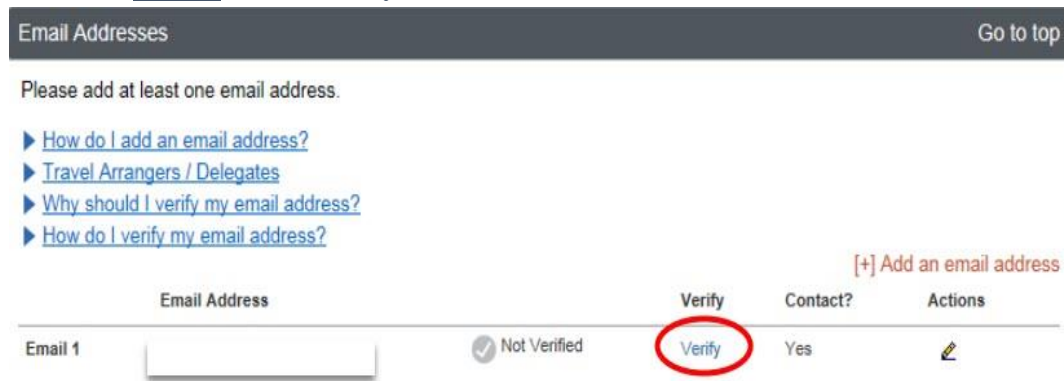
1. Log into Concur:
 - a. Go to <https://alaska.edu/concur>
 - b. Log in with your SSO
2. To Access your Concur profile:
 - a. Click the profile button at the top right of the window and select **Profile Settings**.



- b. On the profile options page, click **Personal Information**.



3. To Verify your email address:
 - a. Scroll down the page to the **Email Addresses** section, or click the **Email Addresses** link on the left side of the page.
 - b. Click the **Verify** link next to your email address.



UAF Travel Department, Office of Finance and Accounting
Lead Travel Program Administrator, Tamara Bell: 907-474-2413
Travel Auditor & Processor, Jessica Slavik: 907-474-5118
<https://alaska.edu/uatravel/>



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Travel Department Office of Finance & Accounting

- The system sends a Verification Code to your email address and displays a confirmation message. Click **OK** to return to the page.
- Copy the Verification Code from the email you received and paste it into the **ENTER CODE** field.

Email Address	Verify	Contact?	Actions
Email 1	<input type="checkbox"/> Check email for code Enter Code <input type="text"/> <input type="button" value="OK"/>	Resend Cancel Yes	<input type="button" value="Add an email address"/>

- Click **OK**.
- A confirmation message appears. Click **OK** to close the message.
- Click **Save**.

Email Addresses Go to top

Please add at least one email address.

- [How do I add an email address?](#)
- [Travel Arrangers / Delegates](#)
- [Why should I verify my email address?](#)
- [How do I verify my email address?](#)

Email Address	Verify	Contact?	Actions
Email 1	<input checked="" type="checkbox"/> Verified	Disable Verification Yes	<input type="button" value="Add an email address"/>

International Travel: Passports and Visas Go to top

Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.

Passports

I do not have a passport

International Visas

Now that your email is verified, you can send your expense receipts directly to Concur via email at receipts@concur.com

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