



## Get Started!

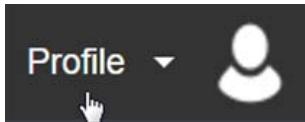
Welcome to AggieTravel! There are a few initial tasks to complete before you submit your first report.

### Login and Update your profile information

- Go to [aggietravel.ucdavis.edu](http://aggietravel.ucdavis.edu) to login to AggieTravel with your Kerberos ID and password.
- Access the **Connexxus Travel Portal** to update profile & add arrangers

#### Connexxus Travel Portal

- Update Contact Info
- Add Travel Arrangers
- Add Loyalty Program Info
- Add Emergency Contacts



#### Then

- Click on the Profile link on the top right and then the Profile Settings option.
- Select Personal Information to verify your email address.

Verify your email address to enable the ability to email receipts and receive system generated emails.

### Expense Settings

- [Expense Information](#)
- [Expense Delegates](#)
- [Expense Preferences](#)
- [Expense Approvers](#)
- [Personal Car](#)
- [Favorite Attendees](#)

### Under Expense Settings, select...

#### Expense Information:

- Set your default Chart/Account  
*If applicable*, choose a default Sub Account
- Select your default Reimbursement Method, i.e. Direct Deposit
- Complete all mailing address fields - this is required for the University to mail a payment
- **Enter your Billing ID**

#### Expense Delegates:

- Add your delegate preparers and/or approvers  
(see **Delegate Set up and Management**)

#### Expense Preferences

- Select the options that define when you receive email notifications and prompts. (*Prompts are pages that appear when you select a certain action, such as Submit or Print.*)

#### Personal Car (See Personal Car Registration)

- Register your personal car in your AggieTravel profile for any mileage claims.

#### Mobile Registration

- If you'd like to use the mobile application, register through the Mobile Registration link.

*Please note, the mobile application is available on either your University or personal mobile devices. However, the University will not reimburse data charges for personal phone use related to the Concur application.*

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