

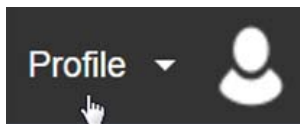
Welcome to AggieTravel! There are a few initial tasks to complete before you submit your first report.

Login and Update your profile information

- Go to aggietravel.ucdavis.edu to login to AggieTravel with your Kerberos ID and password.
- Access the **Connexus Travel Portal** to update profile & add arrangers

Connexus 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.

Visit
directdeposit.ucdavis.edu
to enroll in Direct Deposit
for Reimbursements!

Visit www.travel.ucdavis.edu for more information.