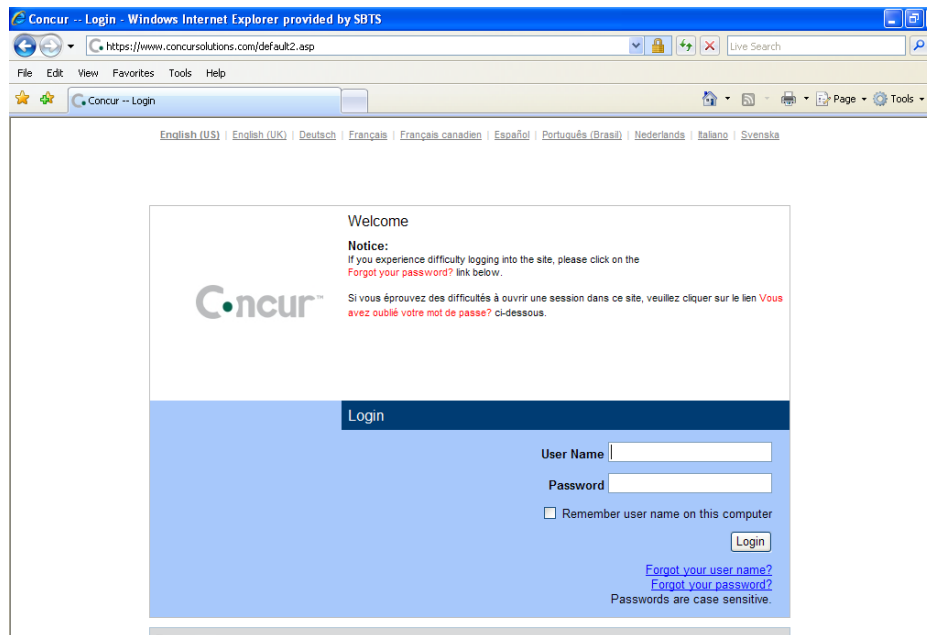


Travel Preferences

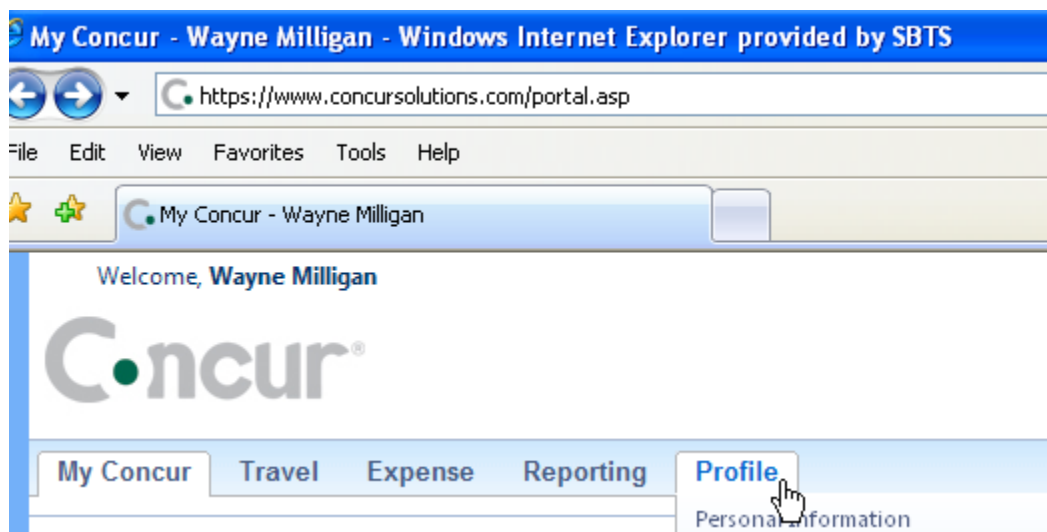
In this section, you will be entering the following information:

1. Travel Preferences
2. Assistants
3. Credit Cards

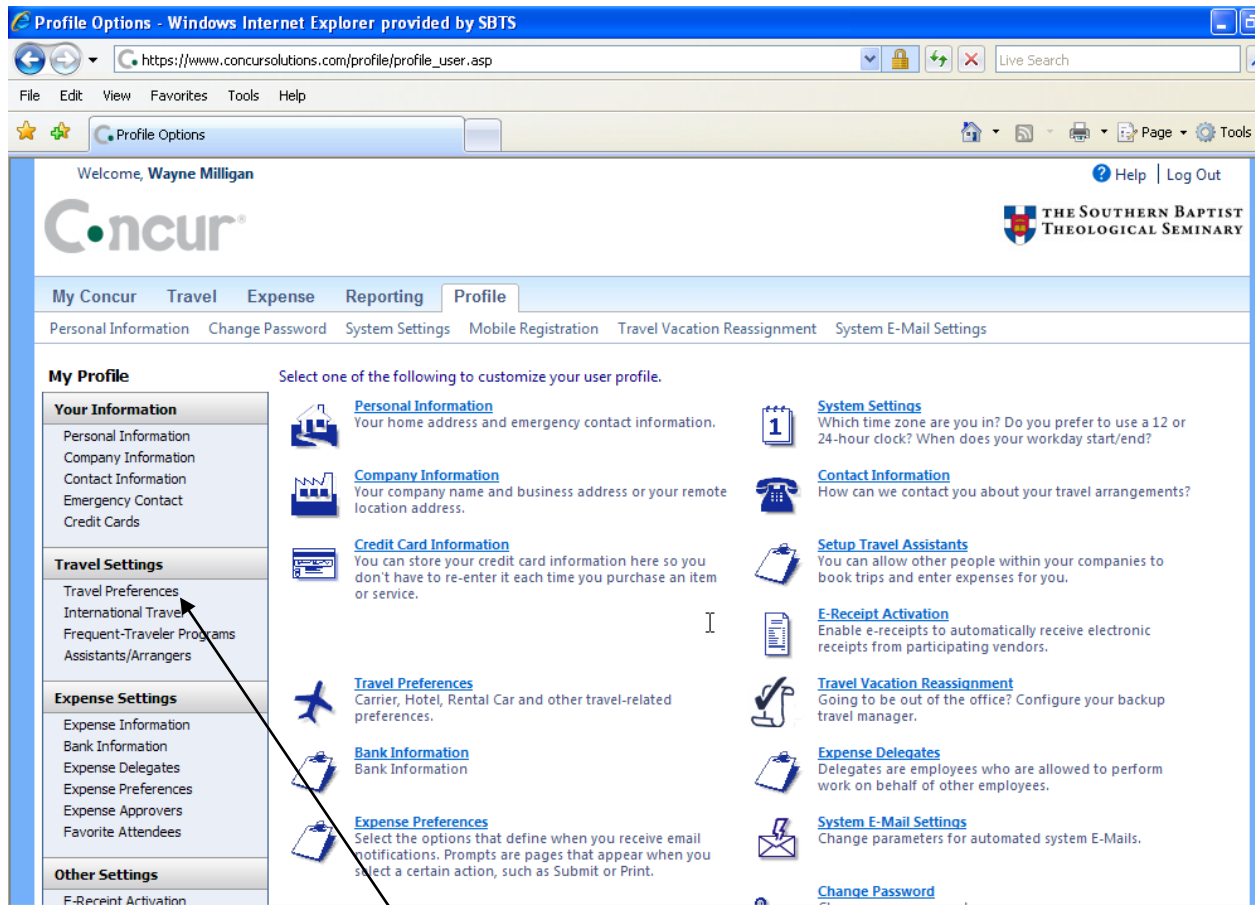
- Login to Concur.



- Click on the “Profile” tab.



- The following screen will appear.



- Click on "Travel Preferences."

- The following screen will appear.

The screenshot shows a web browser window titled "My Profile - Windows Internet Explorer provided by SBTS". The address bar shows the URL: <https://www.concursolutions.com/profile/personalprofile.asp?#TravelPreferences>. The page content is as follows:

Travel Preferences (highlighted with a black box)

Eligible for the following discount travel rates/fare classes
 AAA Government Military Senior/AARP

Air Travel Preferences

Seat: Row: Special Meals: Ticket Delivery:

Preferred Departure Airport: Other Air Travel Preferences:

Medical Alerts:

Hotel Preferences

Room Type: Smoking Preference: Foam pillows Rollaway bed Crib

Message to Vendor:

I prefer hotel that has:
 a gym a pool a restaurant room service Early Check-in

Accessibility Needs
 Wheelchair access Blind accessible

Car Rental Preferences

Car Type: Smoking Preference: Car Transmission: In-car GPS system Ski rack

Message to Vendor:

Frequent Traveler Programs

Your frequent traveler, driver, and hotel guest programs

International Traveler Information

The following information is now required for international travelers coming into the United States

Document Type: Country Of Residence:

Assistants and Travel Arrangers (highlighted with a black box)

Please select the individuals within your organization that you would like to give permission to perform travel tasks on your behalf.

Refuse Self Assigning Assistants

Your Assistants and Travel Arrangers

You currently have no assistants defined.

Credit Cards (highlighted with a black box)

You currently have the following credit cards saved with your profile.

Your Credit Cards

You currently have no credit cards saved.

Navigation: [Go to top](#) (up arrow), [Save](#) (button with mouse cursor), [Save](#) (button)

- Please enter all the information needed to customize your travel experience.
- Click “Save.”