

# Concur Training Athletics Handbook

## Ways to Pay Travel Expenses

1. Concur Ghost Card

#### 4. Out-of-Pocket

### User Profile Setup:

#### 1. Personal Information

My Travel Network

Travel Arranger

Credit Cards

#### 2. Personal Car (Under Expense Settings)

vehicle ID

Recruiting/Conferences/Competition  
Request for each travel/event

Team Travel

Concur Travel Card Transactions:

### 3. Car Rental