



Welcome, UC Davis Extension Instructors Let's Get Started!

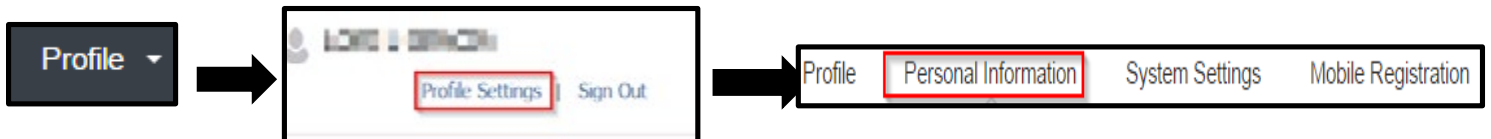
Welcome to AggieTravel! Now that you have been activated in our new expense reporting system, there are a few initial tasks to complete before you submit your first report.

Step 1: Login and Update your profile information

- Go to aggietravel.ucdavis.edu to login to AggieTravel with your Kerberos ID and password.

Your Kerberos ID will be provided to you by your program representative after the hiring process. Once you have set up your account and password there is a 24 hours waiting period before you can access Aggie Travel.

- Click on the Profile link on the top right and then the Profile Settings option. Personal Information Tab:

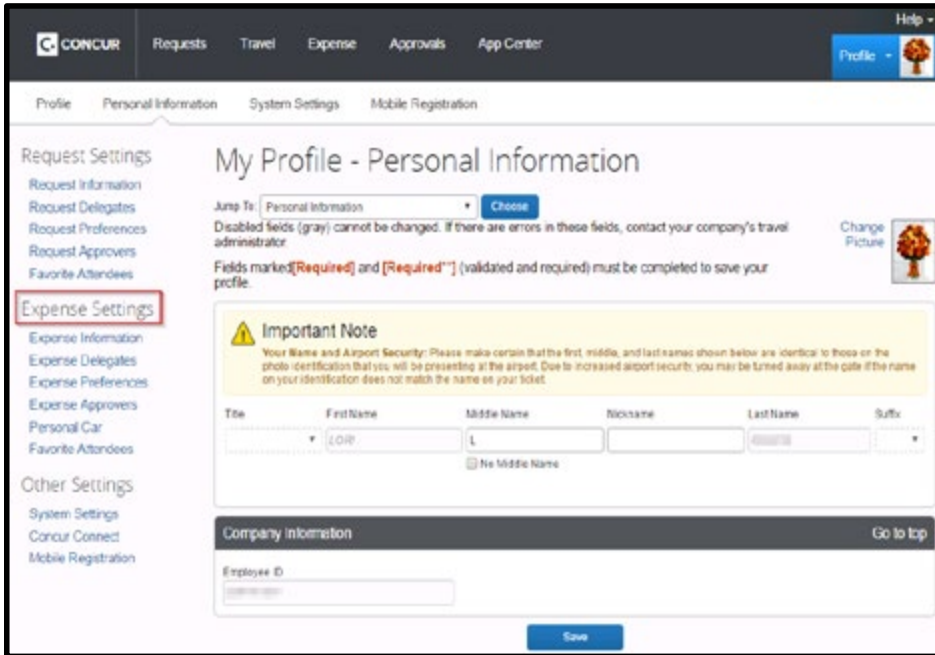


Personal Information Tab fill in:

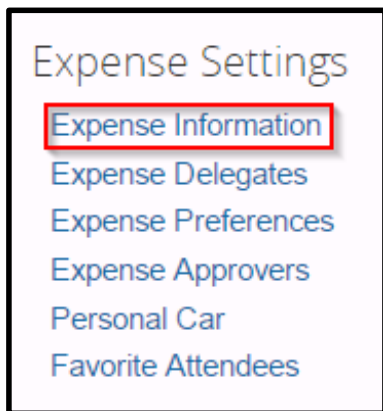
- Add Phone Number - Required
- Add your Home Address
- Add your Contact Information
- Email Addresses & Verification

Verify your email address to enable the ability to email receipts and receive system generated messages about your reports.

- Add your Emergency Contact
- Update your Travel Preferences, if applicable



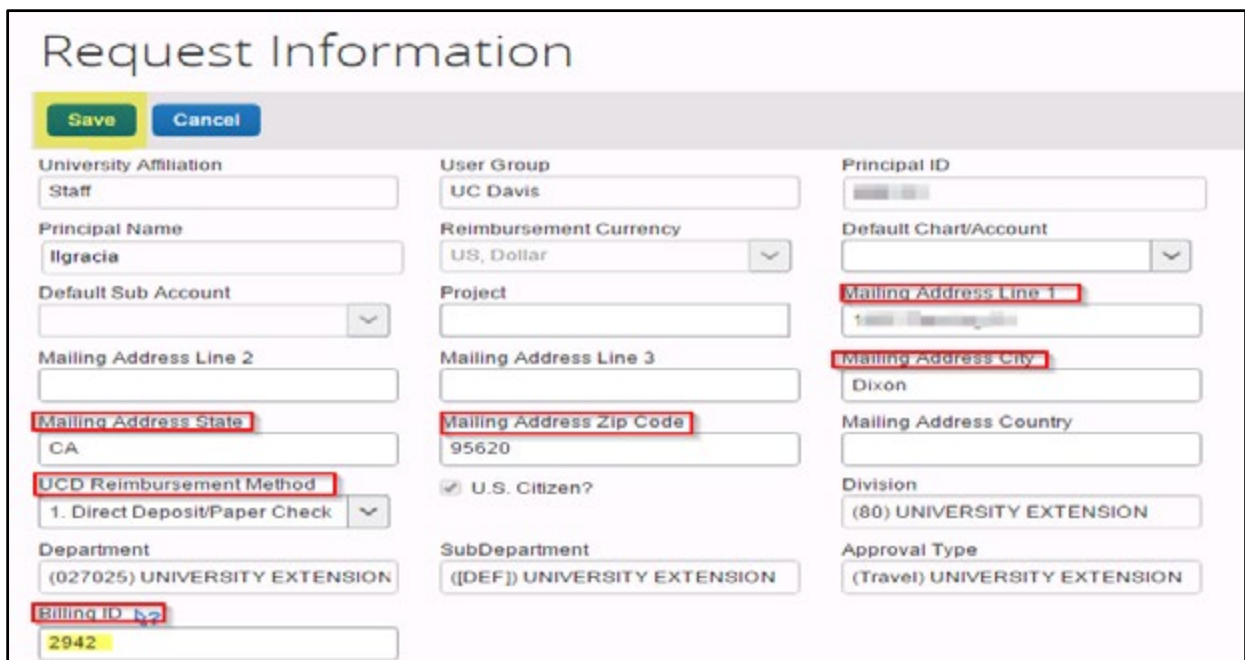
Under **Expense Settings**, in the column on the left select...



Expense Information:

- Select your default Reimbursement Method, as Direct Deposit/Paper Check. Other selections do not apply
- Complete all mailing address fields - this is required for the University to mail a payment
- Enter your Connexus Billing ID

* UC Davis Extension ID # 2942



Expense Delegates:

- Add your delegate preparer and/or approvers
- Add your program contact person as a delegate

For more information on Delegates please go to:

<https://extension.ucdavis.edu/sites/default/files/Delegate-setupInstructors.pdf>

Expense Settings

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

Expense Settings

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

- 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.)

Expense Preferences

Save

Cancel

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

Send email when...

- The status of an expense report changes
- New company card transactions arrive
- Faxed receipts are successfully received
- An expense report is submitted for approval

Prompt...

- For an approver when an expense report is submitted

Display...

- Make the Single Day Itineraries page my default in the Travel Allowance wizard

Expense Settings

Expense Information
Expense Delegates
Expense Preferences
Expense Approvers
Personal Car
Favorite Attendees

Personal Car

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

For more information on how to register your car please go to:

<https://extension.ucdavis.edu/sites/default/files/PersonalCarRegistration.pdf>

Other Settings

System Settings
Concur Connect
Mobile Registration

Mobile Registration

For more information on the Concur Mobile App please go to:

<https://extension.ucdavis.edu/sites/default/files/24-mobile-app.pdf>

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 www.travel.ucdavis.edu for more information.

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