



If you plan to claim mileage, you will need to register your personal car in Aggie Travel.

- Begin by accessing your Aggie Travel Profile in the upper right hand corner.
- Select Profile > Profile Settings

A screenshot of the Concur system interface. The top navigation bar includes "CONCUR" and tabs for "Requests", "Travel", "Expense", "Approvals", and "App Center". On the right, there is a "Profile" dropdown menu with a user icon, and a red arrow points to it. Below the navigation, the "Profile" section is active, showing the user's name "LORI L GRACIA" and a "Profile Settings" link. A "Sign Out" link is also visible. Below this, there is a section for "Acting as other user" with a search box and a "Cancel" button. The main content area is titled "Personal Car Registrati" and displays "Reimbursement Method: Personal Car - Variable Rates". There are "New" and "My Profile" buttons. A checkbox for "Vehicle ID" is present, and below it, it says "No cars found for this configuration". The left sidebar contains various settings categories: "Request Settings", "Expense Settings", and "Other Settings". The "Personal Car" option under "Expense Settings" is highlighted.

- From the Profile Settings menu choose the first option “Profile”
- Select Personal Car

No mileage can be claimed until a car is registered in your profile.