

Profile Updates



Introduction

This supplement provides information that will help you keep your MyTravel profile up to date. You should always strive to make sure all the information in your profile is correct, which will help ensure that you have the best possible travel experience. If you are using an online version of this supplement, selecting the links in it will take you directly to other resources, though if needed, you'll find the applicable URLs at the very end of this guide.

Note: For best results, use the Chrome browser to access MyTravel.

When to Update Your Profile

You must update your profile:

1. When you log into MyTravel for the first time. The system provides an on-screen prompt for this update.
2. Per your Component guidelines. Your Component may prompt you to check your profile for out-of-date information at regular intervals.
3. When key information (e.g., GTCC expiration date, email address) changes. You will not receive a prompt for this type of update.

How to Update Your Profile

Follow the steps below to update your MyTravel profile:

1. In the upper right corner of the MyTravel home screen is a **Profile** link (Figure 1). Select it, then select **Profile Settings**. The **Profile Options** screen (Figure 2) opens.

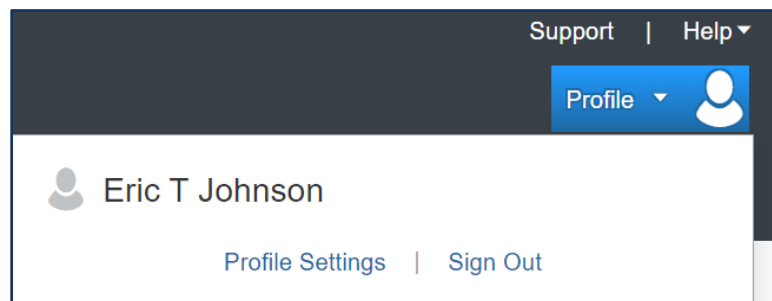


Figure 1: MyTravel Home Screen (Detail) with Profile Menu Open

How to Update Your Profile (continued)

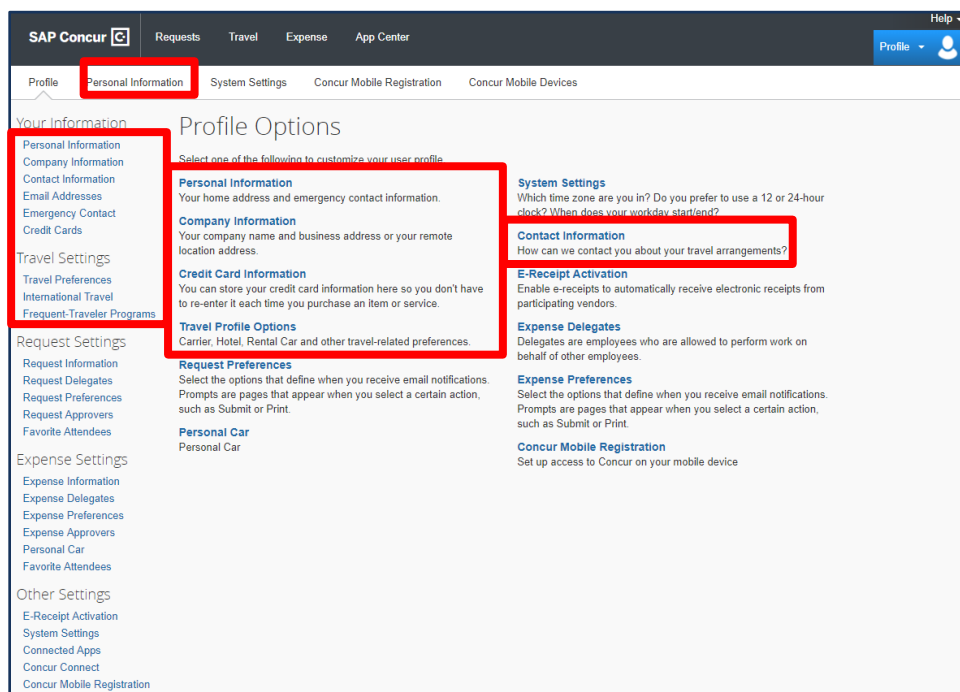


Figure 2: Profile Options Screen

2. Select any link on the **Profile Options** screen. The link you select determines which screen opens next. To see the possible paths and editable options at the end of each path, see the *Profile Contents* section of this supplement. **Note:** Not every link leads to a different screen. For example, selecting any of the links indicated by the red highlights in Figure 2 opens the **My Profile – Personal Information** screen.
3. Update (add, remove, edit) all fields you need to change. **Note:** Required fields are marked **[Required]** or **[Required**]**. If a field is grayed-out, you can't change that information. Contact a Travel Manager with Employee Administrator permissions to change it.
4. Select **Save**. **Note:** Some profile screens contain multiple **Save** buttons. These buttons are not specific to a profile section. All available **Save** buttons save the full screen.

Profile Contents

Tables 1 and 2 show the general content of your profile, and the path to changing information in it. They do not attempt to list every available item. Rather, they summarize the data. We highly encourage you to explore your profile to discover all the available options.

**Profile Contents
(continued)**
Table 1: Links on Profile Options (Profile Home) Screen

Select This Link	Where?	To Find These Editable Options Or Perform These Actions:
Profile	T	Opens Profile Options screen
Personal Info	T, L, M	Opens the My Profile – Personal Info screen (see Table 2); may open directly on a specific section or at the top of the screen, depending on which link you choose
Company Info	L, M	
Contact Info	L	
Email Addresses	L	
Emergency Contact	L	
Credit Cards/Credit Card Info	L, M	
Travel Preferences	L	
International Travel	L	
Frequent-Traveler Programs	L	
Travel Profile Options	M	
Request Information	L	
Request Delegates	L	Update who can create requests for you
Request Preferences	L, M	Determine when the system sends you email
Request Approvers	L	See who can approve your requests
Favorite Attendees	L (2x)	N/A; not used by DoD
Expense Info	L	See your default expense header info
Expense Delegates	L, M	Update who can create expense reports for you
Expense Preferences	L, M	Determine when the system sends you email
Expense Approvers	L	See who can approve your expense reports
Personal Car	L, M	Add a POV (car, motorcycle, plane) to your profile
E-Receipt Activation	L, M	Turn on/off the E-receipt option
System Settings	T, L, M	Edit formats for time, calendar, etc.
Concur Connect	L	Connect apps to MyTravel
Concur Mobile Registration	T, L, M	Get the mobile app for your device
Key: T = Link in bar at top of screen, L = Link in left column, M = Link in main portion of screen		

***Note:** Activating E-receipts allows participating vendors to upload electronic receipts directly to your MyTravel account, eliminating the possibility of losing those receipts.

Profile Contents (continued)

Table 2: My Profile – Personal Information Screen Options

Section	Fillable / Selectable Fields
Name	Your first, middle, last, and preferred names; also your title and any necessary suffix
Company Info*	ID#, job title, Component, grade/rank, civilian or military
Work address	Company name* and mailing address
Home address	Your mailing address
Contact Info	Phone, fax, pager, mobile numbers
Email Addresses	Up to 3 email addresses and verification options
Emergency Contact	Name, relationship, contact info
Travel Preferences	Air / hotel / rental car options, loyalty programs, unused ticket credits, TSA info
Int'l Travel	Passport and visa information
Credit cards	GTCC account data
*Information you cannot change	

Note: Your profile does not contain electronic funds transfer (EFT) information for your personal bank account. The finance system sends all payments due to you (vs. those due to the GTCC vendor) to the same bank account that receives your salary payments, unless you make alternate arrangements following your Component or local guidance.

Additional Resources

The items on this list provide the URLs for additional information you may find useful. Some of them are mentioned elsewhere in this guide.

1. Vendor-created User Guides and Demonstrations
<https://www.concurtraining.com/toolkit/en/expense/end-user/ui02>
2. MyTravel direct link
<https://dodtravel.concursolutions.com>

In addition, you can find many helpful user guides and other informational papers:

- On the DTMO website's **MyTravel** screen at <https://travel.dod.mil/Programs/DoD-Travel-Systems/MyTravel/>
- By logging onto MyTravel at the link in #2 above, then selecting **Help** in the upper right corner of the screen, then **Training** on the drop-down menu.

