



Direct Travel Welcomes You to the Concur Travel Online Booking Tool!

The State of Rhode Island has chosen to utilize **Concur** to enable you to quickly and easily manage your travel arrangements 24 hours a day, via your web browser.

Click on the Direct Travel logo below to access Concur Travel Self Registration Link.




Alternately, click: https://www.concursolutions.com/registration/register_form.asp?regcode=SORI311994

- Once you access the link you will be required to complete the form to set up your account:

User Registration

Welcome to Concur!

SAP Concur  Registering for your account is quick and easy. Please fill in the information requested below to continue.

Your account will be created under the Outtask, Inc. account. If this is incorrect, please contact your administrator for the correct registration URL.

Please fill out all fields. Typically, your Concur Login should be the same as the first part of your email address (before the "@" symbol).

Account Information

Concur Login *

Contact Information

Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

First Name *

Middle Name

Last Name *

Work Email Address *

Work Phone *

Home Phone

Home Address

no p.o. boxes please

Street Address 1:

Street Address 2:

City

Country/Region: United States of America

State/Province/Region: None Selected

Postal Code

Configuration Settings

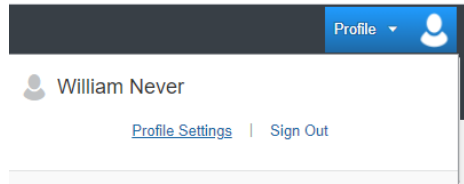
Time Zone * (UTC-05:00) Eastern Time (US & Canada)

Date Format * M/D/Y

* marked fields are mandatory

- Your account will be created pending administrative approval, this could take 24-48 hours.

- **Once your profile is approved**, you will receive an email to log in and create your password.
 - Passwords must be a minimum of seven characters using alphanumeric values.
- Next you are required to complete your travel profile:
 - Find PROFILE in the top right, then Profile Settings



- Start with "Personal Information"
 - Complete all **[Required]** fields throughout the entire page
- Optional: If you have an assistant who books your travel, please scroll down to the second to last box and click on "**Add an Assistant**"
 - Type the last name of your assistant in the box and then select the correct person.
 - Check the "**Can book travel for me**" box.
 - **NOTE:** The travel assistant/arranger must also activate their account to be able to book travel for others.
- Once all required fields are completed click **SAVE**. You will then be able to book travel.



Refer back to this profile often if you have a new telephone number, your address changes, etc.

Direct Travel's Help Desk Support provides technical assistance with **Concur Travel** between the hours of **8:00AM and 8:00PM, Eastern Standard Time, Monday through Friday.**

Reach them via email onlinetoolssupport@dt.com or call 1-800-999-7939 to reach a technical support representative.

For support regarding travel issues such as policy questions, please contact DOA.TravelApproval@doa.ri.gov