



STEP 1 - LOGIN

Use Email Link to Reset your password

OR

LOGIN via the UBC Travel Website

www.travel.ubc.ca

Click on:

- Book
- Login to Concur

UBC Travel Website

TRAVEL

- Why use UBC Travel? >
- Plan >
- Book >
- Pay >
- Meeting & Events >

BOOK

Faculty, staff, students and UBC guests can plan or book their UBC related travel through Concur or through Direct Travel, a full-service option.

[Concur](#) is UBC's convenient online booking tool for air, car and hotels and is supported by Direct Travel, UBC's travel management provider.

REGISTER TO ACCESS CONCUR >

LOGIN TO CONCUR >

Cont. Step 1: Concur Login Page

- Enter User Name (UBC email address)
- Enter Password
- Sign in
- Don't have a password, click on "Forgot Password"

Concur Login Page

Sign In

Username, verified email address, or SSO code

enter your UBC email address

Next

Password

insert your temporary or assigned password

Sign In

[Forgot password?](#)

STEP 2: Complete Employee Profile

Before you can book any travel through Concur or an Advisor at Direct Travel you must complete your profile

Concur Home Page (top right) Click on:

- Profile
- Profile Settings
- Personal Information
- And complete fields

Do not create a profile for NON-Employees, Book using the "Guest Booking" feature on the Concur home page

Administration ▾ | Profile ▾

UBC Employee Name will appear here

Profile Settings
Sign Out

Profile Options

Select one of the following to customize your user profile.

Personal Information

Your home address and emergency contact information.

Important Note:
Travellers and those booking and/or paying for travel on behalf of others need an employee profile in Concur

Employee Profile Fields

Travellers should complete all fields
Travel Arrangers only those fields highlighted

- Name (should be the same as passport)
- Company Info
- Work Address
- Phone business, mobile
- Emergency Contact
- Travel Preferences
- Frequent Traveler #
- TSA Secure Flight
- Passport
- Travel Arranger Name (who is auth to book)
- Credit card (name on card to match the Concur profile name.)
- If applicable, Department credit card # goes into the Administrators profile

Home address field Not Required