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**Direct Travel**

**Kappa Kappa Gamma’s Travel Partner**

# Concur Login and Travel Profile Reminder

Those of you that use a Kappa business credit card were sent your login information for Concur Expense. This is the same log in information you use when booking travel via Concur. Your expense and travel tool will be under the same platform.

Those of you that do not use a Kappa business credit card, you will log on to [www.concursolutions.com](http://www.concursolutions.com), and your User ID is the email address use when Kappa communicates with you. Your temporary password is Welcome1.

When you login to Concur for the first time, it will be necessary for you to fill out your Traveler Profile. We highly recommend that you locate your current loyalty numbers such as Airline Frequent flyer numbers, Car and Hotel loyalty numbers and copy or print this information.
This will help in the process and allow you to only have to enter this information once. **Please ensure your name on your profile matches your Federal issued ID. If it does not, please contact Mary Hurst at mhurst@kkg.org.**

If you have questions about this process or are unable to log in to Concur, please contact our Support Team Monday ­ Friday from 8am ­ 8pm EST at **800-999-7939** or at **concuroh@dt.com**and we will be happy to assist you with the process.