How can travelers turn off outstanding credit card transaction alert emails?

SAP Concur 🖸 App Center Requests Travel Expense Approvals Reporting -Profile -. 0 + Requ Appro New Sign Out Hello, MARIA X Acting as other user 🕜 Act on behalf of another TRIP SEARCH COMPANY NOTES

Select the profile icon at the top right, then click Profile Settings.

You will be taken to a page with the header Profile Options, click on the first choice in the list – Personal Information.



Scroll down and locate the Email Addresses section. To update the Contact column from Yes to No, click the pencil icon in the Actions column.

Email Addresses Go to to									
Please add at least	Please add at least one email address.								
 How do I add an email address? Travel Arrangers / Delegates Why should I verify my email address? How do I verify my email address? 									
	Email Address	Verification Status	Verify	Contact?	Actions				
Email 1		Verified	Disable Verification	Yes	۷				
Email 2		Verified	Disable Verification	No	2 🗈				
Email 3		Verified	Disable Verification	No	2 <u>û</u>				

Set the Verification Status from Yes to No. Click OK.

				Add an email addre	ISS
Email Address	Verification Status	Verify	Contact?	Actions	
Enter email address	Contact for Travel Notifications?		OK Cancel		_