



# District 56

Serving Southeast Texas

## Creating Concur User Account and Instructions

Concur is a travel and expense management system used by Toastmasters International for District leaders to submit expenses for reimbursement.

### Creating a Concur User Account

1. Download the "[Adding Concur User Template](#)" from our District website
2. Use row 4 of the spreadsheet as an example to complete the form
3. Send the completed form to Toastmasters International at [districtfinancialquestions@toastmasters.org](mailto:districtfinancialquestions@toastmasters.org)

World Headquarters (WHQ) processes Concur accounts during a weekly upload. It typically takes a few days for the accounts to become active once the upload has been processed.

### Logging into Concur

1. WHQs will send login instructions, with username and password, to processed account holders
2. Navigate to <https://www.concursolutions.com/nui/signin> to login.

### Concur Resources

1. [Concur Expense Report Training](#) – This step-by-step training module will walk you through the Concur expense reimbursement system and demonstrate how to set up a user account, link your bank account for reimbursements and create, submit and approve an expense report.
2. [District Accounting System Training](#) - Navigate the district accounting system with this step-by-step training module.