



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

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.