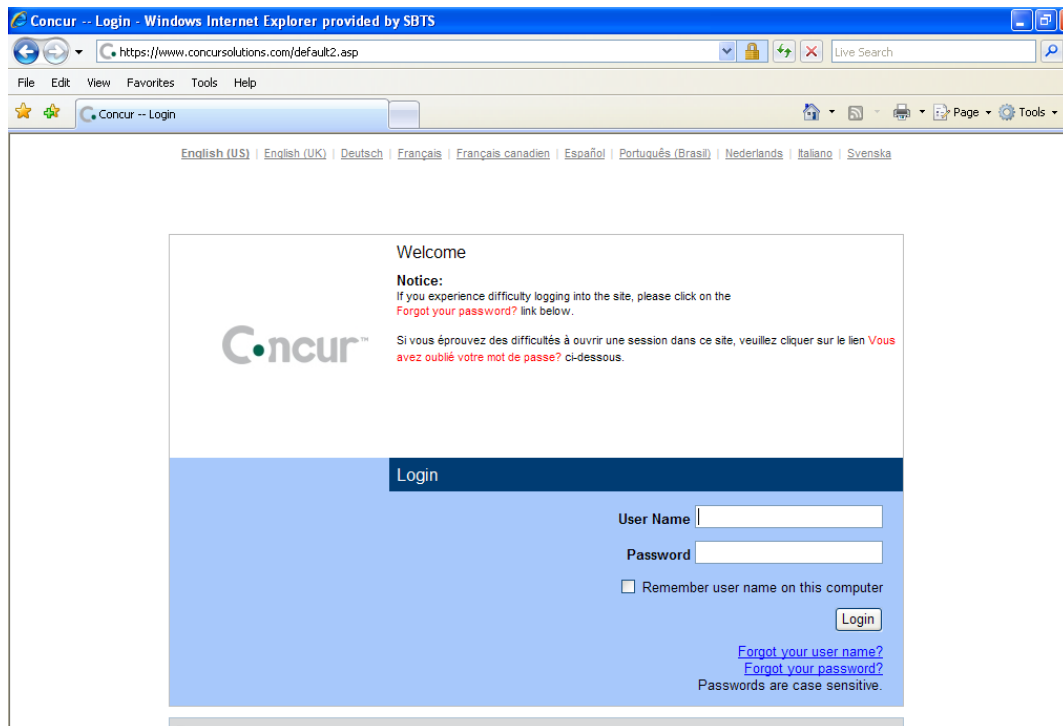


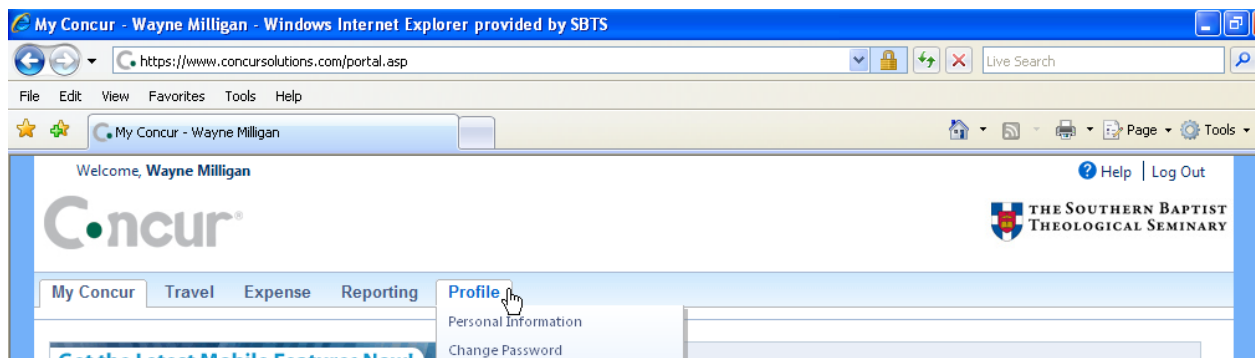
## Bank Information

SBTS is implementing the use of Concur for all travel and expense reimbursement items. For this reason you will need to enter your bank account information to receive reimbursements via direct deposit. Please take into consideration that any information that is entered is **private** and is not available to any SBTS or Concur employee. Also, the Concur Privacy Statement is available to read and is located in the “Expense Settings” under “Profile.”

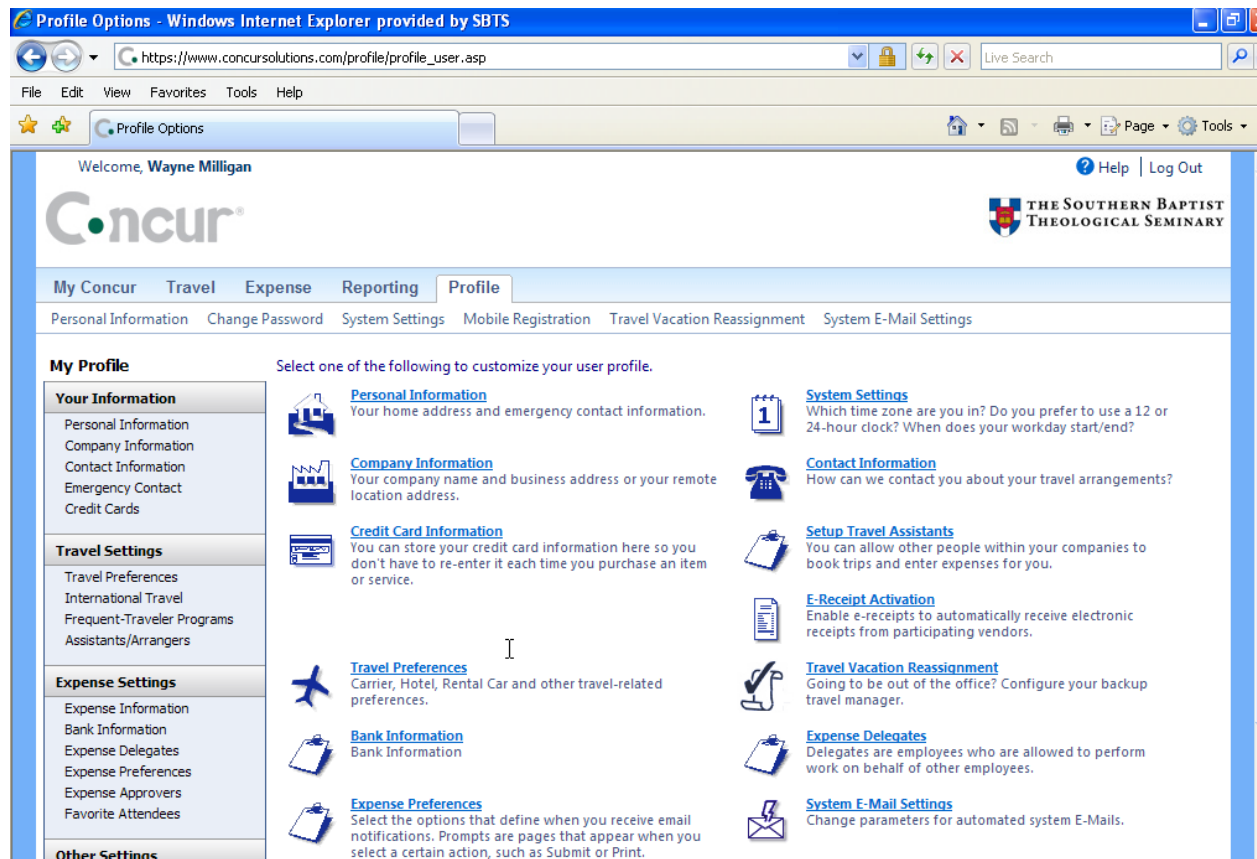
- Login to Concur.



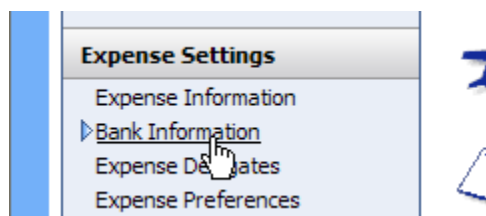
- Click on the “Profile” tab



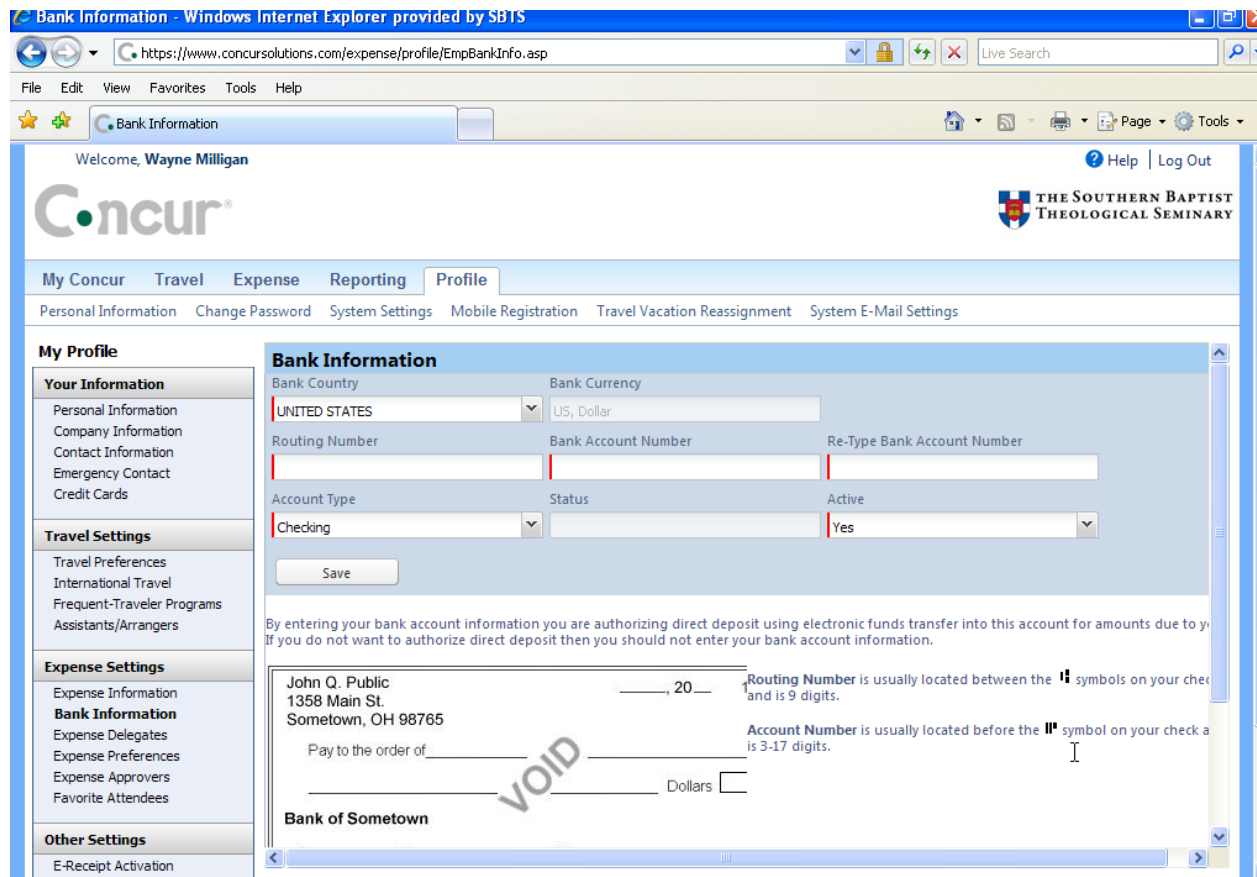
- The following screen appears.



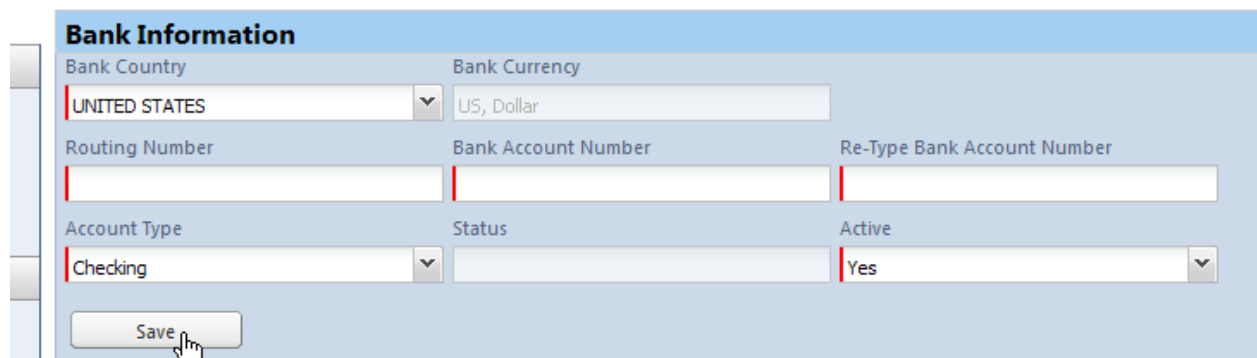
- Click on “Bank Information” in the left-hand column.



- The following screen will appear.



- Fields marked with a red line are required.
- Enter the appropriate information and click “Save.”



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