Step-by-Step Guide

Identifying Delegates in the Concur Travel & Expense System

What is a Delegate?

A delegate is an individual authorized to process expense reports, in the Concur Travel & Expense System, on behalf of another person.

Delegates are not policy specific – that is, as a delegate you can process both Procurement Card expense reports and Travel Reconciliation expense reports on behalf of the individual for whom you are a delegate. It is up to you and the individual to identify which type(s) of expense reports you should actually process.

There are two types of delegates:

- A Prepare Delegate can prepare expense reports for another individual.
- An Approve Delegate can approve expense reports on behalf of another individual. (To be an Approve Delegate, you must already have approval authority.)

Accessing Your Expense Delegates Page

Delegates are identified on the Expense Delegates page, which is located under your Concur Profile.

1. Begin by accessing Concur via your campus portal. Within your portal’s top navigation bar, use the Business Tools dropdown menu to select Concur Travel & Expense System.
2. Select your Profile menu in the upper right corner of your screen and click Profile Settings.
3. Click Expense Delegates (left-side menu).

If you already have delegates identified, they will appear here.
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Adding Delegates

Note: If you have 25 or more delegates to add, you can instead submit the Delegate Authorization (DA) form. You can also use the DA form to identify delegates by HR org number.

To add someone to act on your behalf, whether it is as a Prepare Delegate or Approve Delegate, click Add. Search for the employee you wish to add as your delegate. You can search by name, employee ID, or email address. Then, select your delegate from the resulting list.

If identifying a Prepare Delegate...

Check the Can Prepare box. The Can View Receipts box will automatically appear checked as this gives your delegate the ability to view receipt images.

If you would like your delegate to receive emails from the Concur Travel & Expense System regarding your Concur tasks (such as status changes, reminder emails, etc.), also check the Receives Emails box.

Click Save; a message will appear confirming your delegate has been saved.

If identifying an Approve Delegate...
An Approve Delegate can be assigned on a temporary or permanent basis.
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To set a permanent Approve Delegate, check the Can Approve box. Or, to set a temporary Approve Delegate, check the Can Approve Temporary box and use the calendar to set the temporary approval timeframe. The Can View Receipts box will automatically appear checked as this gives your delegate the ability to view receipt images.

If you would like your delegate to receive emails from the Concur Travel & Expense System regarding your Concur tasks (such as status changes, reminder emails, etc.), also check the Receives Approval Emails box.

Click Save; a message will appear confirming your delegate has been saved.

Deleting Delegates

Note: If you have 25 or more delegates to remove – or any number of inactive delegates – you can instead submit the Delegate Authorization (DA) form. You can also use the DA form to delete delegates by HR org number.

To remove someone from your delegate list because you no longer want him or her to act on your behalf:

Select the appropriate individual using the checkbox to the left of the individual’s name and click Delete.

You will receive a pop-up message for verification. To remove the delegate from your list, click OK. A message will appear confirming your delegate has been removed from your list.