

**To add a delegate in Concur:**

Log on to <https://mycuinfo.colorado.edu>

Click on “Quick Links” drop down (or “Business Tools” drop down)

Click “Concur Travel & Exp”

Click “Profile” (upper right)

Click “Expense Delegates” (Under the Expense Settings)

Click “Add”

Search for me to add as your delegate:

Marilynn Bender ([Marilynn.bender@colorado.edu](mailto:Marilynn.bender@colorado.edu) )

Click on my name in the search box

Click “add”

Click “can prepare”

Click “Can View Receipts”

Click “save”

You’re done!

Thank you!!