## TRAVEL – CONCUR HOW TO ADD EXPENSE DELEGATE



Still Need Help?

- Contact Jessica if appropriate.
- Contact KSU Travel for help from KSU staff at 470-578-4394 (M-F 8-5).
- Contact Travel, Inc 877-548-2996 to schedule a trip over the phone or help with booking a service.

## Log in to Concur

Click on "PROFILE" (image of person in top right corner) then "PROFILE SETTINGS"



## Look for the header "EXPENSE SETTINGS" on the left navigation bar and click on "EXPENSE DELEGATES"

Your Information	Expense Delegates	5
Personal Information		
Company Information	legate 7 legate For	
Contact Information		
Email Addresses	Add Save Delete	
Emergency Contact	Delegates are employees who are allowed to perfo	orm work on behalf of other employees.
Credit Cards	Search by employee name, email address, employee	oyee id or <u>log</u> in id
ravel Settings	Jessica Urquhart	6 Add Cancel
ravel Settings Travel Preferences	Jessica Urguhart	6 Add Cancel
Travel Settings Travel Preferences International Travel	Jessica Urquhart Jessica Urquhart jurquha1@kennesaw.edu	6 Add Cancel
Travel Settings Travel Preferences International Travel Frequent-Traveler Programs	Jessica Urquhart jurquha1@kennesaw.edu Employee ID: 4095041	6 Add Cancel ns to a delegate, you are assigning iew Receipts
Travel Settings Travel Preferences International Travel Frequent-Traveler Programs Assistants/Arrangers	Jessica Urquhart jurquha1@kennesaw.edu Employee ID: 4095041 Logon ID: jurquha1@ksu	6 Add Cancel ns to a delegate, you are assigning iew Receipts

CLICK "ADD" (blue button) and in the search bar look for and click on "JESSICA URQUHART" the CLICK the "ADD" button next to the search bar.

Now, you must check the box "CAN PREPARE" and "CAN VIEW RECEIPTS".

Finally, Click "SAVE" (the blue button between add and delete)

Created: 9/18/2023 by Jessica Urquhart for ISD

## SAP Concur [C] Profile Personal Informa Your Information Personal Information **Company Information Contact Information Email Addresses Emergency Contact Credit Cards** Travel Settings **Travel Preferences** International Travel **Frequent-Traveler Programs** Assistants/Arrangers **Request Settings Request Information Request Delegates Request Preferences Request Approvers Favorite Attendees Expense Settings** Expense Information Expense Delegates **Expense Preferences Expense Approvers** Personal Car **Favorite Attendees**