

TRAVEL – CONCUR

HOW TO ADD EXPENSE DELEGATE

Still Need Help?

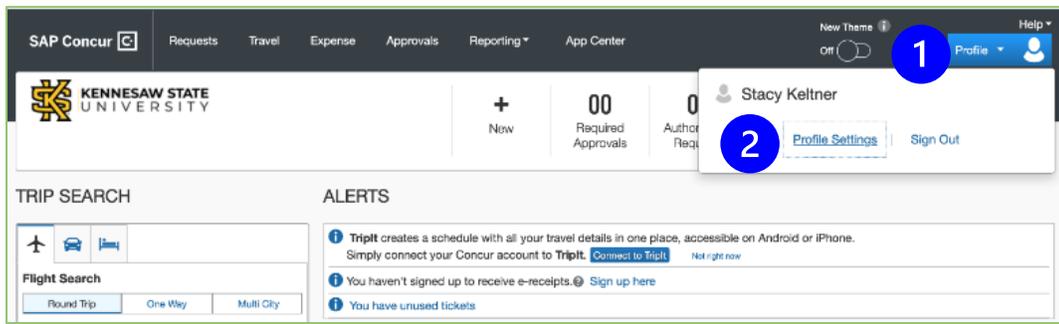
- Contact Jessica if appropriate.
- Contact KSU Travel for help from KSU staff at 470-578-4394 (M-F 8-5).
- Contact Travel, Inc 877-548-2996 to schedule a trip over the phone or help with booking a service.

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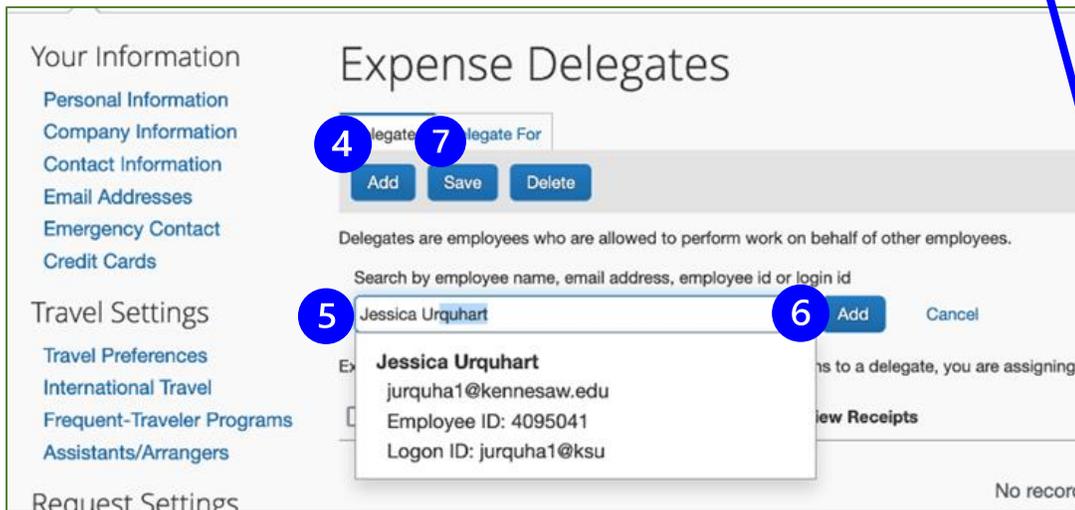
9/18/2023 by Jessica Urquhart for ISD

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”



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)

