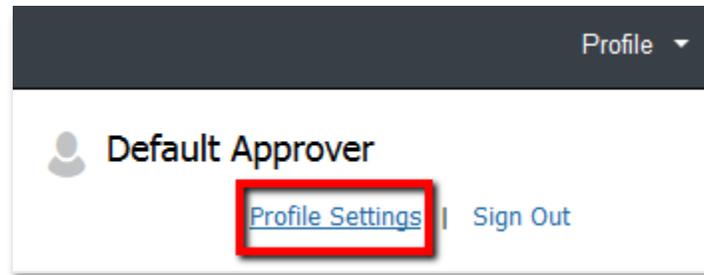


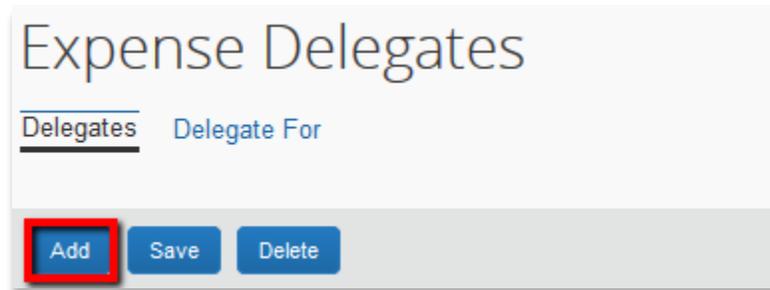
How to Delegate an Approver

Objective: Go over the steps to assign someone else (your delegate) to approve expense reports for you.

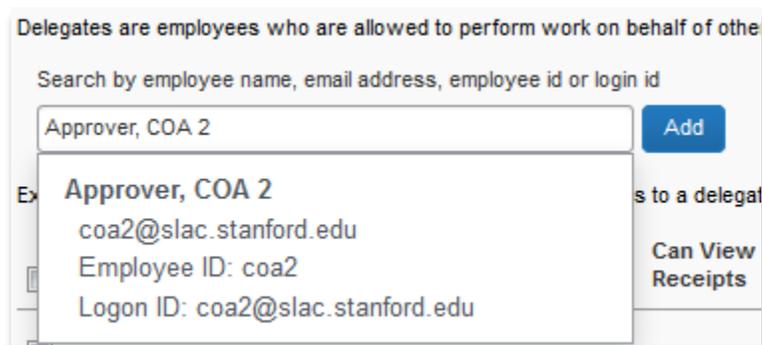
1. **Log in** to Concur using your SLAC credentials.
2. From the home page go to the *Profile* dropdown and **click** on *Profile Settings*.



3. Under the *Expense Setting* category **click** on *Expense Delegates*.
4. Once in the *Expense Delegates* page, **click Add** to **select** a new delegate.



5. **Type in** the name of the approver you wish to delegate in the search bar that pops up and **select** the name.



6. **Specify** which tasks the delegate can perform on your behalf by checking all the appropriate check boxes for approval.

<input type="checkbox"/> Name	Can Prepare	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/> Approver, COA 2 coa2@slac.stanford.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Note: If you only need your delegated approver for a select period of time, be sure to **check** the box in the *Can Approve Temporary* column, and **select** the dates of approval using the calendar fields.

7. **Click Save** once completed.

Expense Delegates

Delegates Delegate For