Setting up delegates

Objective: Go over the steps to assign someone else (your delegate) to create, edit, and/or submit requests and expense reports for you.
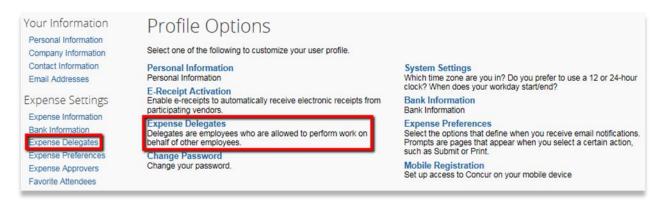
Note: Delegates are employees who are allowed to perform work in Concur on behalf of other employees.
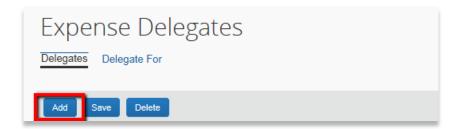
1. **Log in** to Concur using your SLAC credentials.

2. From the home page go to the *Profile* dropdown and **click** on *Profile Settings.*

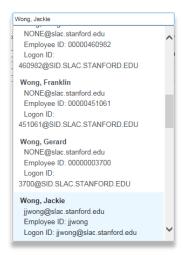3. Under the *Expense Settings* category **click** on *Expense Delegates.*

4. Once in the *Expense Delegates* page, **click** *Add* to **select** a new delegate.
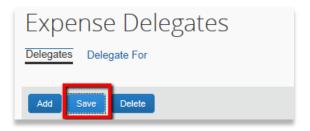
5. **Type in** your delegate's or admin's name in the search bar that pops up and **select** the name.

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

7. **Click** *Save* once completed

Note: You can visit your *Expense Delegates* settings at any time to manage your delegates list as well as their permissions.

Note: *Expense* and *Request* share delegates. By assigning permissions to a delegate, you are assigning permissions for *Expense* and *Request.*

Note: The *Delegate For* tab shows the people who you are a delegate for. In other words, you can see the name of employees who you can perform work for in this tab.