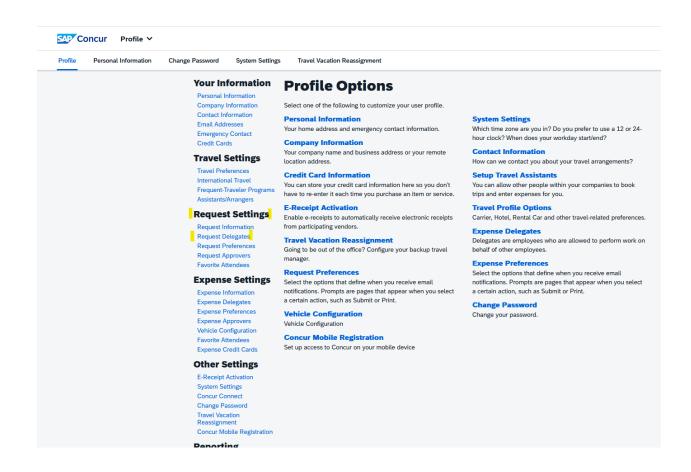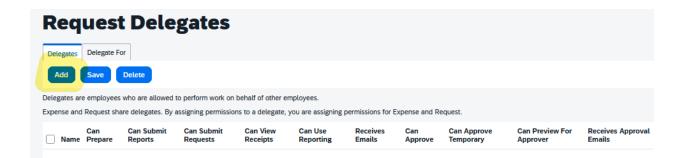Request a Delegate in Concur: https://us2.concursolutions.com/home

Select Profile Settings>

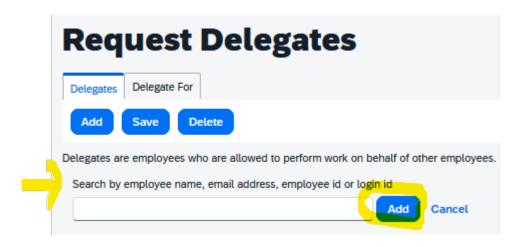Under Request Settings> Request Delegates>

Request Delegates
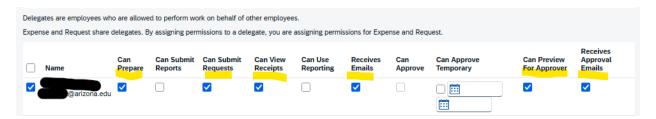
Delegates | Delegate For

Add | **Save** | **Delete**

Delegates are employees who are allowed to perform work on behalf of other employees.

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

	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails

>Add>Search by employee name, email address or EMPID>Add

Request Delegates

Delegates | Delegate For

Add | **Save** | **Delete**

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or login id

[ ] **Add** | Cancel

Select the following:

Delegates are employees who are allowed to perform work on behalf of other employees.

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

	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
☑	⬛@arizona.edu	☑	☐	☑	☑	☐	☑	☐	☐ 📅 📅	☑	☑

Select Save

Request Delegates

Delegates | Delegate For

Add | **Save** | **Delete**

Delegates are employees who are allowed to perform work on behalf of other employees.

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