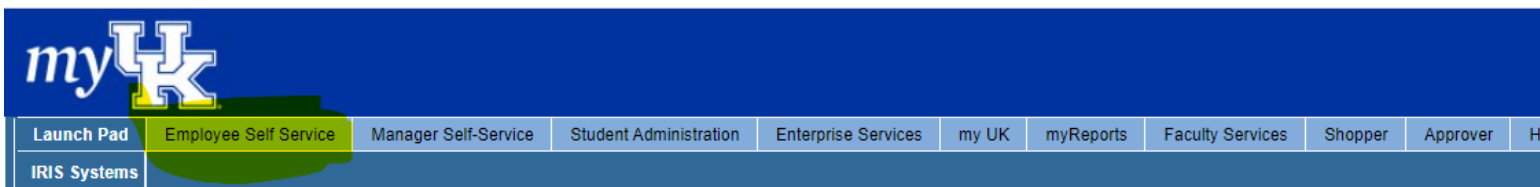
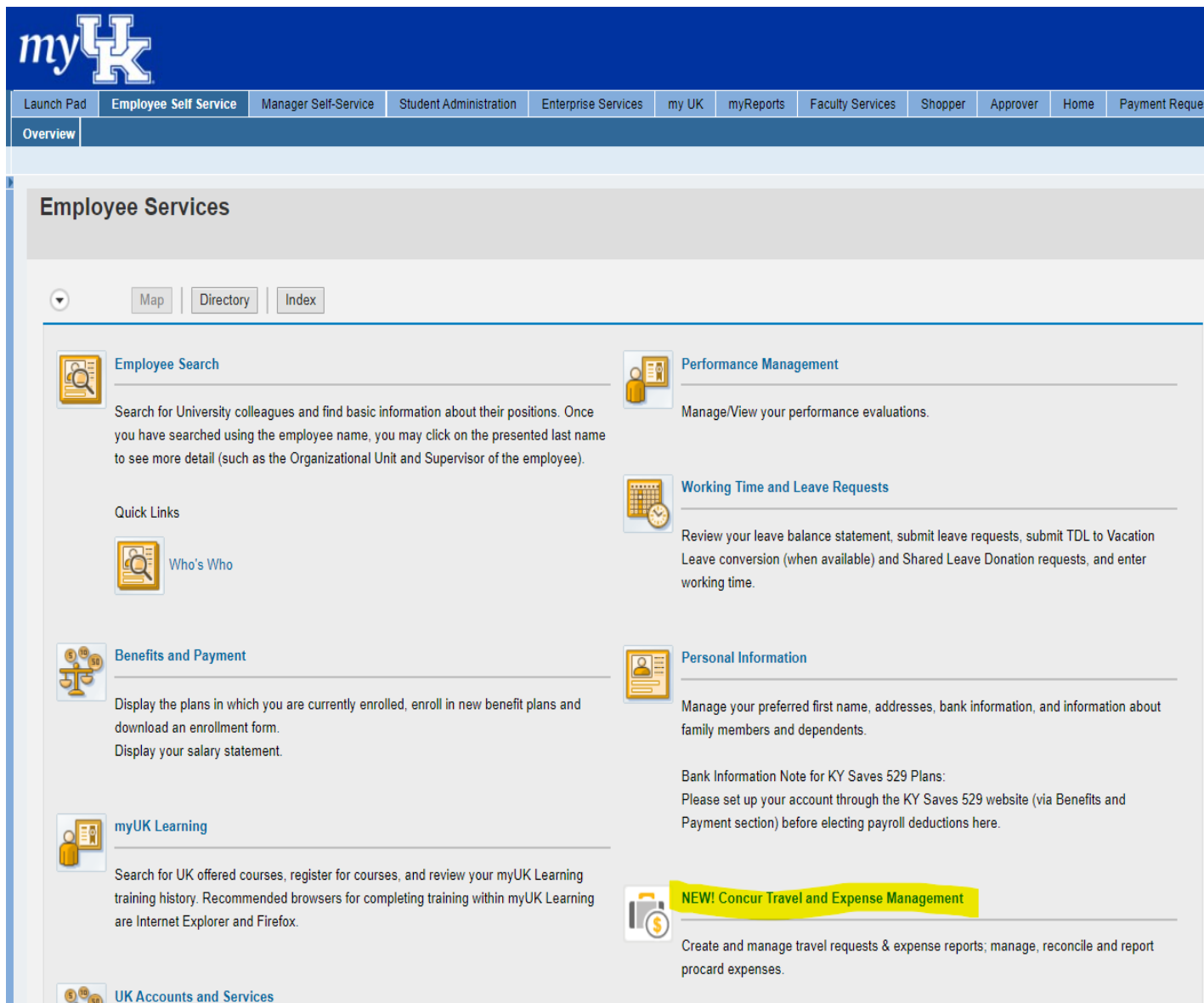


How to Add Delegate for Concur Expense and Travel Reports

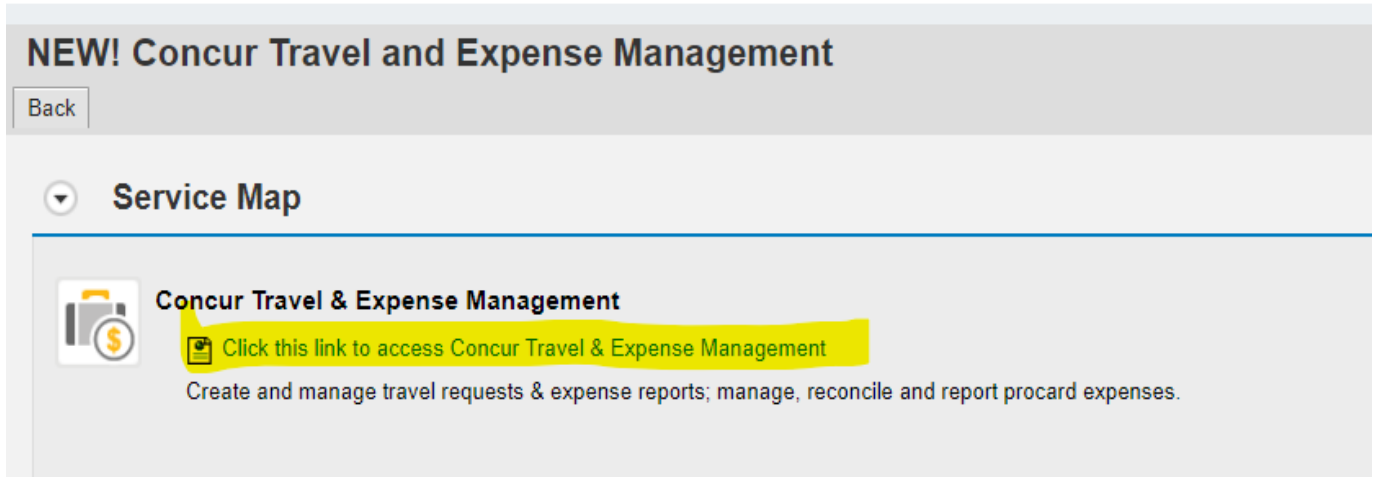
1. Sign into MyUK and click on the Employee Self Service tab.



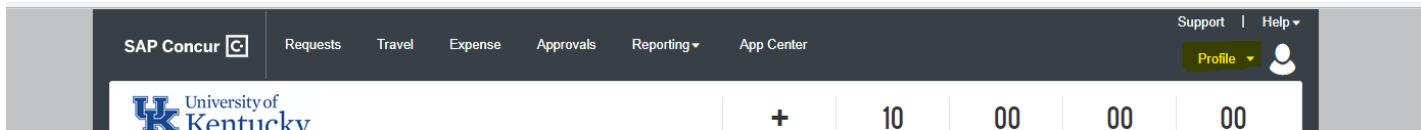
2. Click on NEW! Concur Travel and Expense Management.



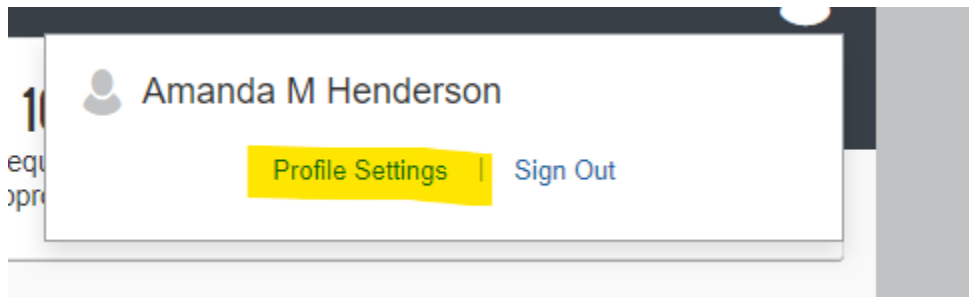
3. Click this link to access Concur Travel & Expense Management.



4. Click Profile in the upper right-hand corner.



5. Click Profile Settings in the drop box.



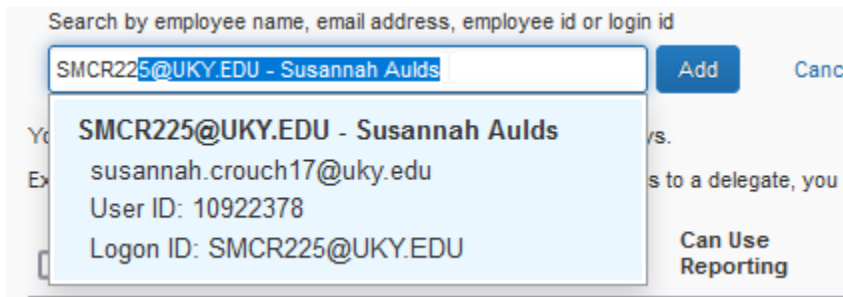
6. Click Expense Delegates.

The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' logo and menu items: Requests, Travel, Expense, Approvals, Reporting, and App Center. Below this is a secondary navigation bar with 'Profile', Personal Information, System Settings, Concur Mobile Registration, and Travel Vacation Reassignment. The main content area is titled 'Profile Options' and contains several sections: Personal Information, Company Information, Credit Card Information, E-Receipt Activation, Travel Vacation Reassignment, Request Preferences, Personal Car, System Settings, Contact Information, Setup Travel Assistants, Travel Profile Options, Expense Delegates (highlighted in yellow), Expense Preferences, and Concur Mobile Registration. The left sidebar lists various settings categories, with 'Expense Delegates' also highlighted in yellow.

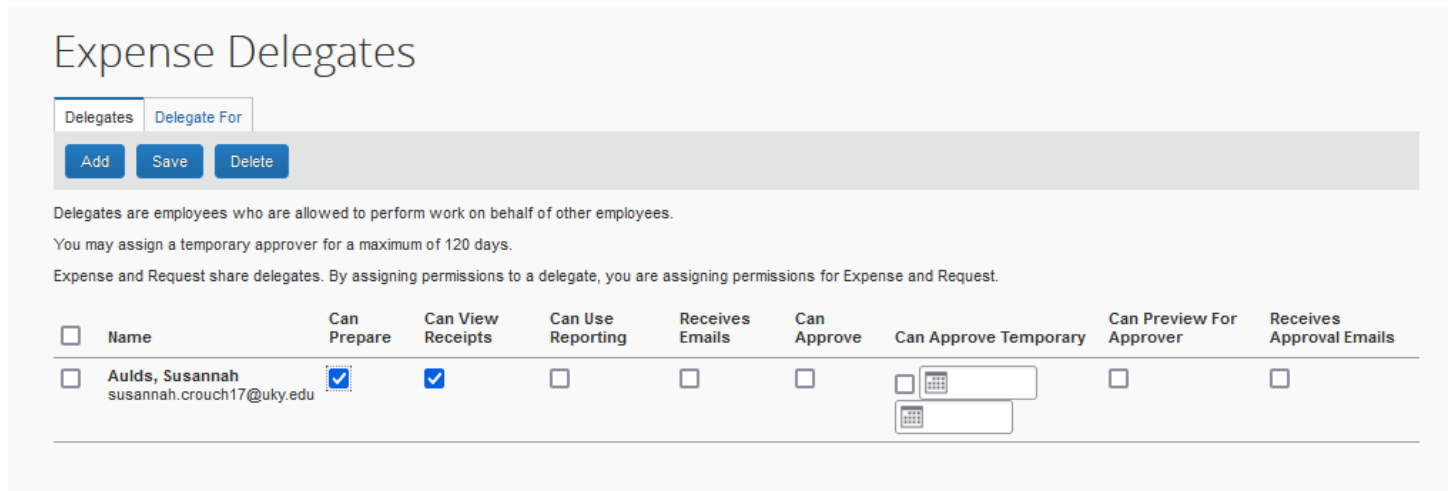
7. Click Add.

The screenshot shows the 'Expense Delegates' page. At the top, there is a header 'Expense Delegates'. Below the header, there is a search bar with 'Delegates' and 'Delegate For' fields. Below the search bar, there are three buttons: 'Add' (highlighted in yellow), 'Save', and 'Delete'. Below the buttons, there is a paragraph of text: 'Delegates are employees who are allowed to perform work on behalf of other employees. You may assign a temporary approver for a maximum of 120 days. Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.' Below the text, there is a table with the following columns: Name, Can Prepare, Can View Receipts, Can Use Reporting, Receives Emails, Can Approve, Can Approve Temporary, Can Preview For Approver, and Receives Approval Emails. Below the table, there is a message: 'No records found.'

8. Type in their linkblue id and their information will populate. Click on their name and click add.
 - a. Please add all the business office contacts
 - i. Susannah Aulds (smcr225)
 - ii. Katie Carter (kbca227)
 - iii. Vicki Pendleton (vpend2)
 - iv. Amanda Henderson (amhe236)



9. Click the Can Prepare box (Can View Receipts box will automatically check) and click Save.



10. Repeat steps 8 and 9 to add all the business contacts.