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



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

my												
Launch Pad	Employee Self Service	Manager Self-Service	Student Administration	Enterprise Service	is m	y UK	myReports	Faculty Services	Shopper	Approver	Home	Payment Reque
Overview												
Emplo	oyee Services											
◙	Map Directory	Index										
Q	Employee Search Search for University co you have searched usiny to see more detail (such	lleagues and find basic in g the employee name, yo as the Organizational Ur	formation about their pos u may click on the presen hit and Supervisor of the e	sitions. Once nted last name employee).		Perform Manage	nance Manag e/View your p	jement erformance evaluation	ons.			
	Quick Links				8	Working Review Leave c working	g Time and I your leave ba conversion (w time.	Leave Requests alance statement, su hen available) and S	ibmit leave r Shared Leave	equests, subr e Donation re	nit TDL to quests, an	Vacation d enter
र्षे इ	Benefits and Payment Display the plans in white download an enrollment Display your salary state	ch you are currently enrol form. ement.	led, enroll in new benefit	plans and		Persona Manage family m Bank Ini Please s	al Informatic your preferm nembers and formation No set up your a	on ed first name, addre dependents. te for KY Saves 529 ccount through the k	sses, bank ir Plans: (Y Saves 52	nformation, ar 9 website (via	id informat Benefits a	ion about
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3. Click this link to access Concur Travel & Expense Management.

NEW! Concur Travel and Expense Management	
 Service Map 	
Cick this link to access Concur Travel & Expense Management Create and manage travel requests & expense reports; manage, reconcile and report	procard expenses.

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



5. Click Profile Settings in the drop box.

1	💄 Amano	da M Hendersor	1	Ш
equ pro		Profile Settings	Sign Out	

6. Click Expense Delegates.

					Support
SAP Concur 🕑 🦷 Re	equests Travel E	pense Approvals	Reporting -	App Center	Profile 💌
Profile Personal Informat	tion System Settings	Concur Mobile Regis	tration Travel	/acation Reassignment	
Your Information Personal Information Company Information Contact Information Email Addresses Emergency Contact Credit Cards Travel Settings Travel Settings Travel Preferences International Travel Frequent-Traveler Programs Assistants/Arrangers Request Settings Request Settings Request Delegates Request Preferences Request Approvers Favorite Attendees Expense Settings Expense Settings Expense Delegates Expense Preferences Expense Preferences Expense Approvers Personal Car Favorite Attendees	Profile Opt Select one of the followin Personal Information Your home address and of Company Information Your company name and location address. Credit Card Information You can store your credit to re-enter it each time you E-Receipt Activation Enable e-receipts to auto participating vendors. Travel Vacation Reass Going to be out of the offi manager. Select the options that de Prompts are pages that a such as Submit or Print. Personal Car Personal Car	g to customize your user emergency contact inforr business address or you on card information here so u purchase an item or s matically receive electro ignment ce? Configure your back fine when you receive e ppear when you select a	r profile. mation. ur remote o you don't have ervice. nic receipts from up travel mail notifications. a certain action,	 System Settings Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end? Contact Information How can we contact you about your travel arrangements? Setup Travel Assistants You can allow other people within your companies to book trips and enter expenses for you. Tavel Profile Options Carrier, Hotel, Rental Car and other travel-related preferences. Expense Delegates Delegates are employees who are allowed to perform work on behalf of other employees. Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print. Concu Mobile Registration Set up access to Concur on your mobile device 	

7. Click Add.

Expense	Delegat	es					
Delegates Delegate F	or Delete						
Delegates are employees You may assign a tempo Expense and Request sh	who are allowed to ary approver for a m are delegates. By as	perform work on behalt aximum of 120 days. ssigning permissions to	f of other employees a delegate, you are	s. assigning permis	sions for Expense and R	lequest.	
Can Name Prepare	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
			I	No records four	nd.		

- 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.

Expense Del	egates	5							
Delegates Delegate For									
Add Save Delete									
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.									
You may assign a temporary appro Expense and Request share delega	ver for a maxim ites. By assigni	um of 120 days. ng permissions to	a delegate, you are	e assigning permi	ssions for Expe	nse and Request.			
You may assign a temporary appro Expense and Request share delega Name	ver for a maxim ites. By assigni Can Prepare	ng permissions to Can View Receipts	a delegate, you are Can Use Reporting	e assigning permi Receives Emails	ssions for Expe Can Approve	nse and Request. Can Approve Temporary	Can Preview For Approver	Receives Approval Emails	
You may assign a temporary appro Expense and Request share delega Name Aulds, Susannah susannah.crouch17@uky.e	ver for a maxim ites. By assigni Can Prepare du ♥	ang permissions to Can View Receipts	a delegate, you are Can Use Reporting	e assigning permi Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails	

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