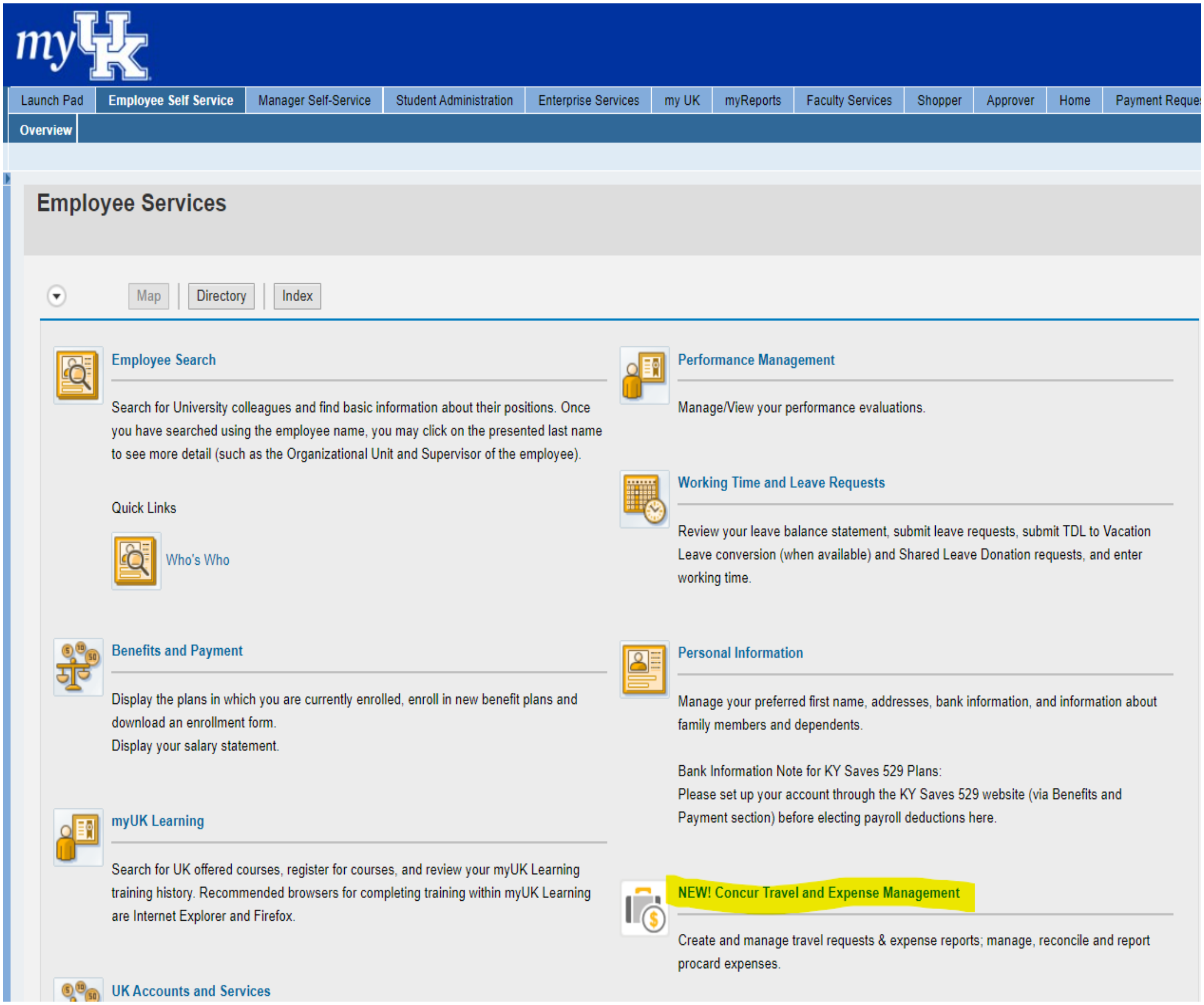
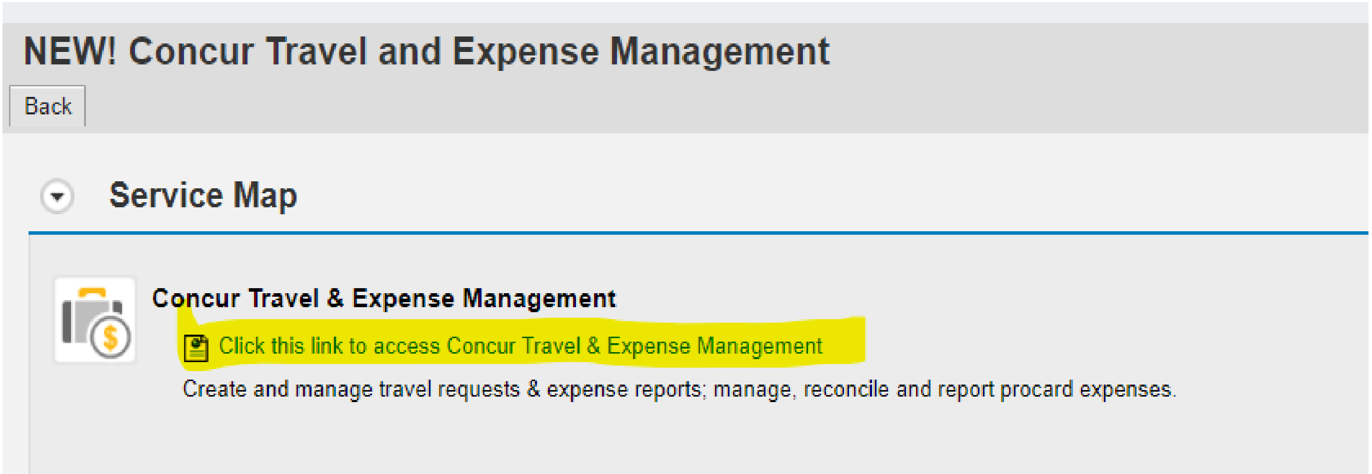
# How to Add Delegate for Concur Expense and Travel Reports

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

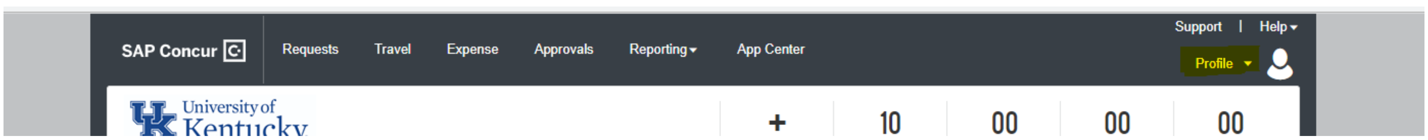

2. Click on NEW! Concur Travel and Expense Management.



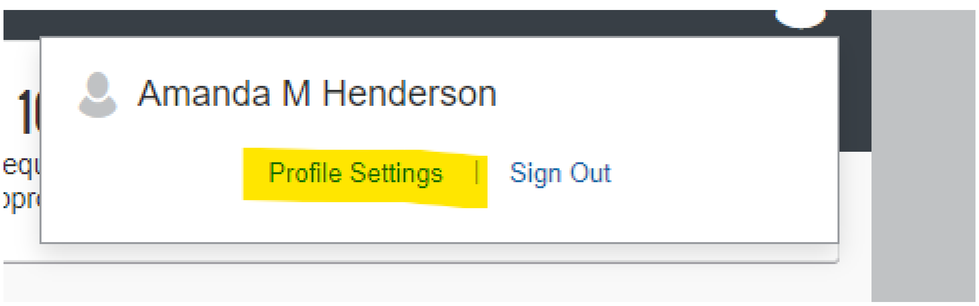
3. Click this link to access Concur Travel & Expense Management.



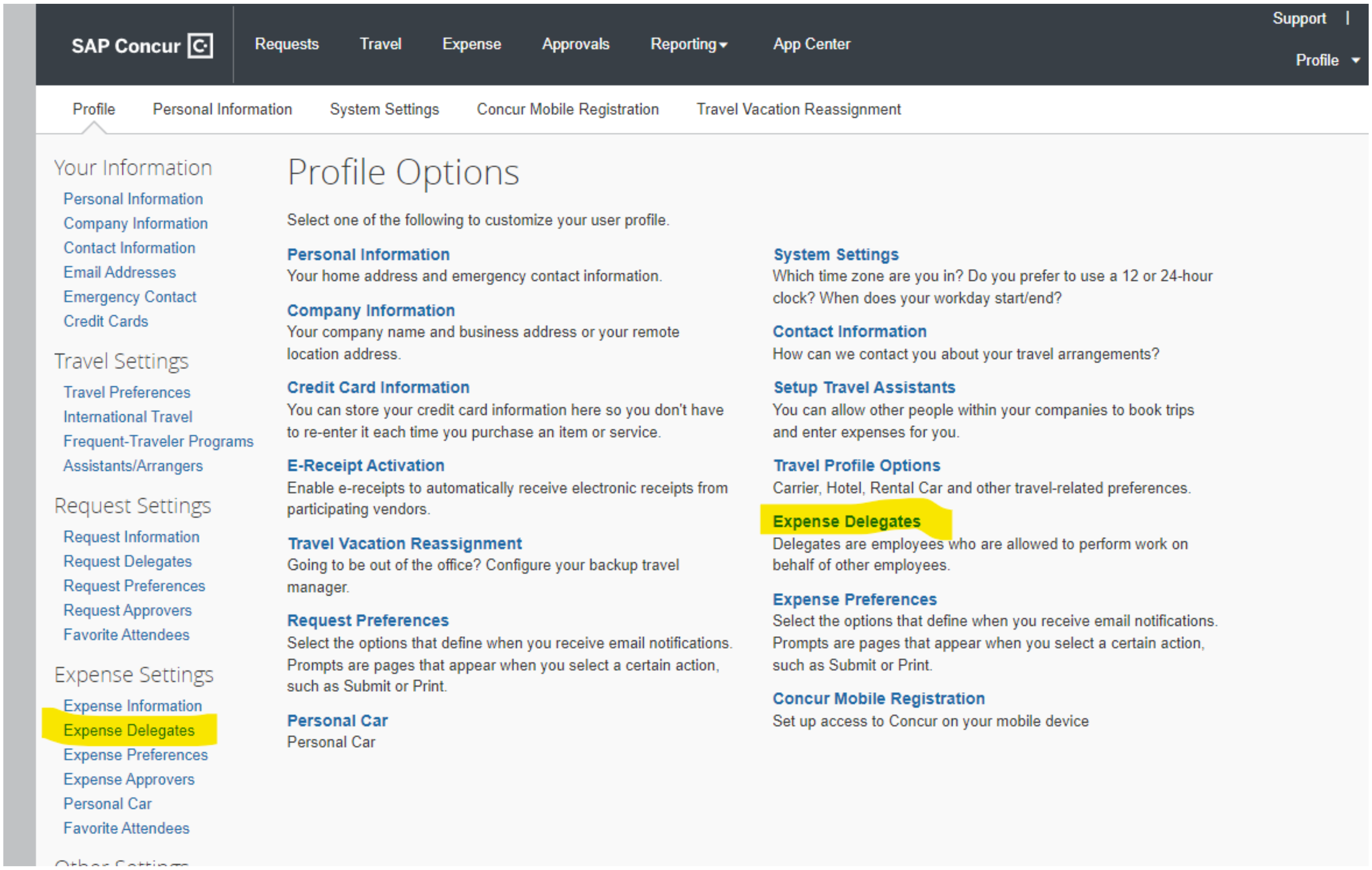

4. Click Profile in the upper right-hand corner.



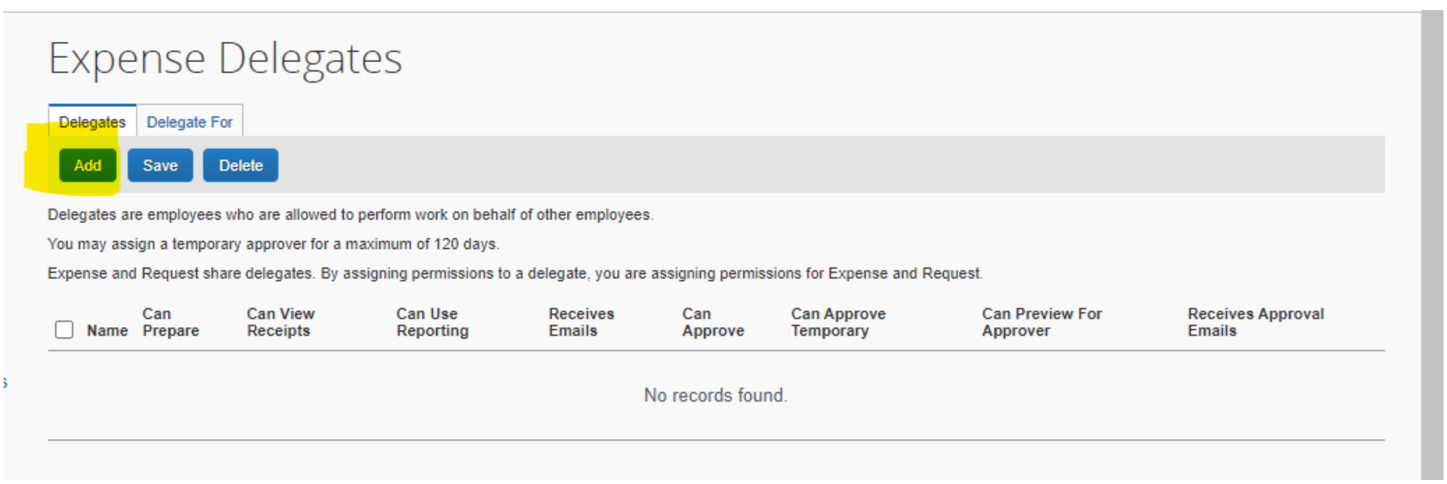

5. Click Profile Settings in the drop box.



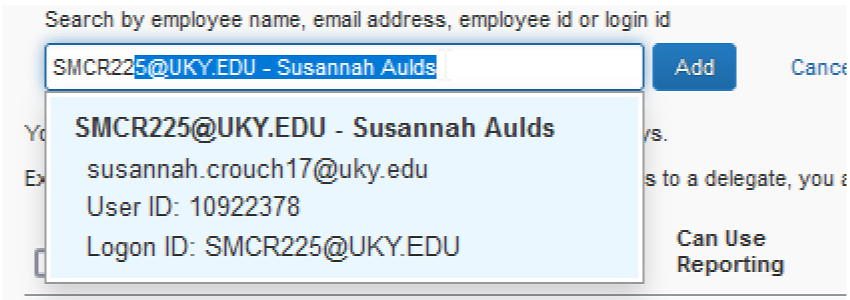
6. Click Expense Delegates.



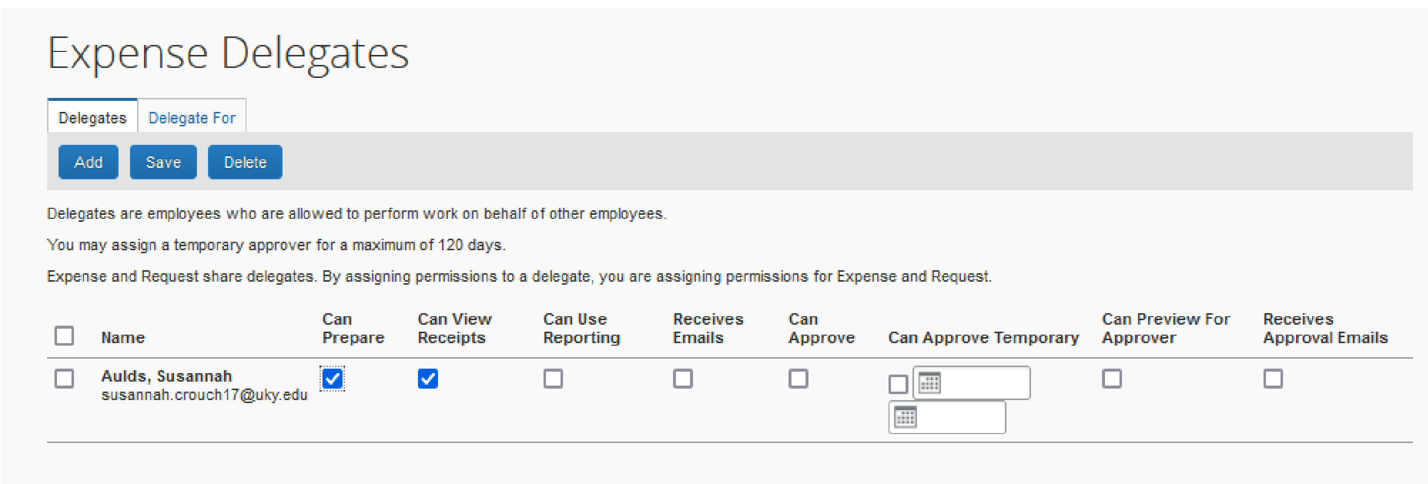

7. Click Add.



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.