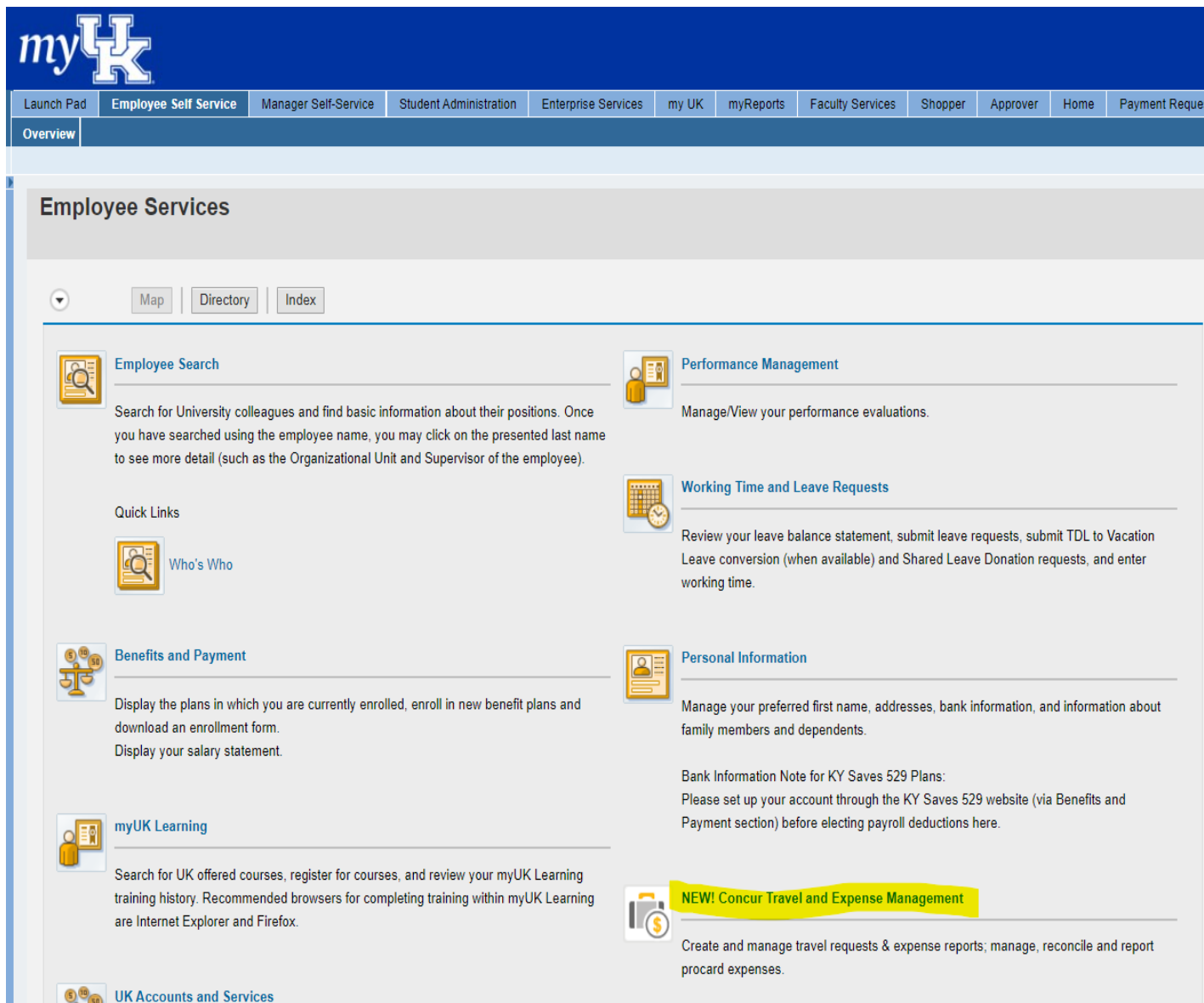


How to Add Delegate for Concur Expense and Travel Reports

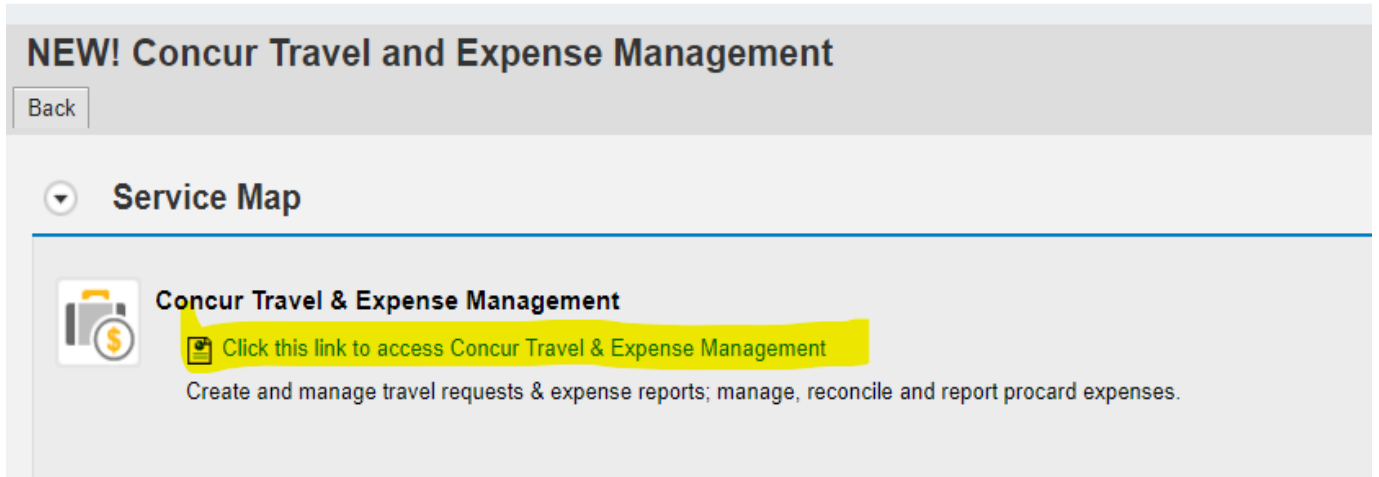
1. Sign into MyUK and click on the Employee Self Service tab.



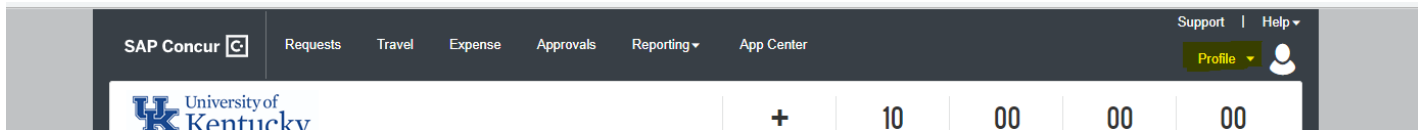
2. Click on NEW! Concur Travel and Expense Management.



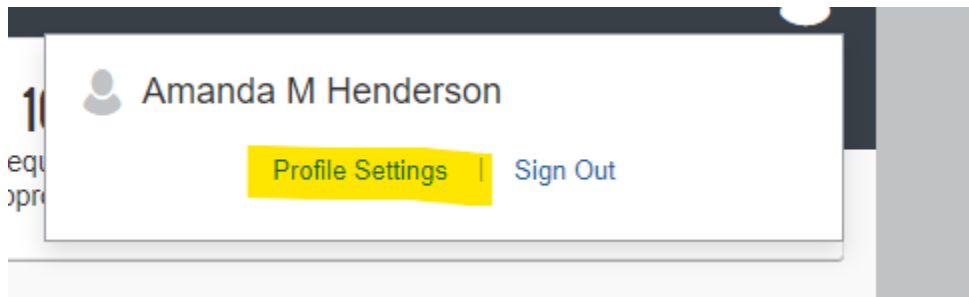
3. Click this link to access Concur Travel & Expense Management.



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' configuration 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 text block explaining that delegates are employees who are allowed to perform work on behalf of other employees, and that you can assign a temporary approver for a maximum of 120 days. Below the text, there is a table with 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 Alec Steckler's name and his information will populate. Click on his name.

Expense 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

Alec Steckler **Add** Cancel

Alec Steckler
alec.steckler@uky.edu
User ID: 10082303
Logon ID: AHSTEC0@UKY.EDU

Receives Emails Can Approve Can Approve Temporary Can Preview For Approver Receives Approval Emails

No records found.

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

Expense Delegates

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.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Steckler, Alec alec.steckler@uky.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Repeat steps 8 and 9 to add Vicki Pendleton as another delegate.