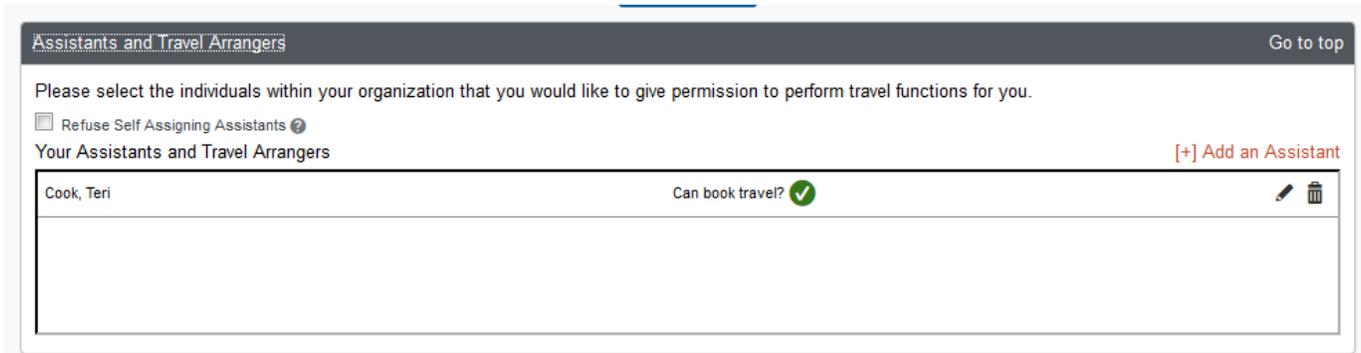


Purpose: The purpose of this document is to provide information on how to set up your Travel Arranger & Expense Delegate in Concur. Travel Arrangers are those who will book travel reservations on your behalf. Expense Delegates are those who will create expense reports on your behalf. The travel arranger and the expense delegate are separate functions and must be set up individually.

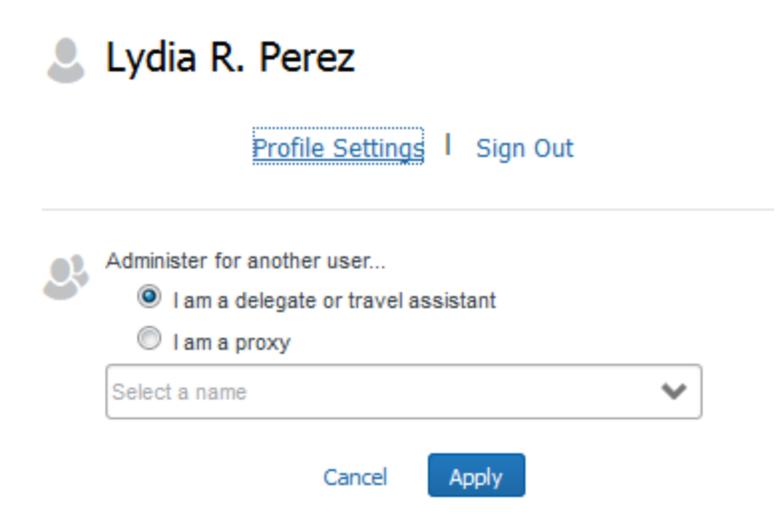
Add your Travel Arranger/Assistant – this person will make reservations for you.

1. Log in to Concur Expense Management
2. Navigate to the Profile Drop down.
3. Go to Travel Settings – Assistants/Arrangers – Add an Assistant. You may add anyone who is in the Temple employee database by clicking on the Add an Assistant link.



Assistants and Travel Arrangers		Go to top
Please select the individuals within your organization that you would like to give permission to perform travel functions for you.		
<input type="checkbox"/> Refuse Self Assigning Assistants ?		
Your Assistants and Travel Arrangers		[+] Add an Assistant
Cook, Teri	Can book travel? <input checked="" type="checkbox"/>	 

The person who has been set up as your travel arranger should see your name available in the dropdown box while on the Travel tab in Concur. Be sure to select the traveler's name from the drop down box before booking their travel.



 **Lydia R. Perez**

[Profile Settings](#) | [Sign Out](#)

 Administer for another user...

I am a delegate or travel assistant

I am a proxy

Select a name 

[Cancel](#) [Apply](#)

Add your Expense Delegate – this person will create expense reports on your behalf.

1. Log in to Concur Expense Management
 2. Navigate to the Profile Tab.
 3. Expense delegates can be found under Expense Settings – Expense Delegates
- Click the Add button to add any Temple employee. Select which options should be available for them including Can Prepare, Can View Reports and Receives Emails.

The person who has been set up as your expense delegate should see your name available in the dropdown box while on the Expense tab in Concur. When creating an expense report as a delegate, be sure to select their name from the drop down box before starting the Expense Report.