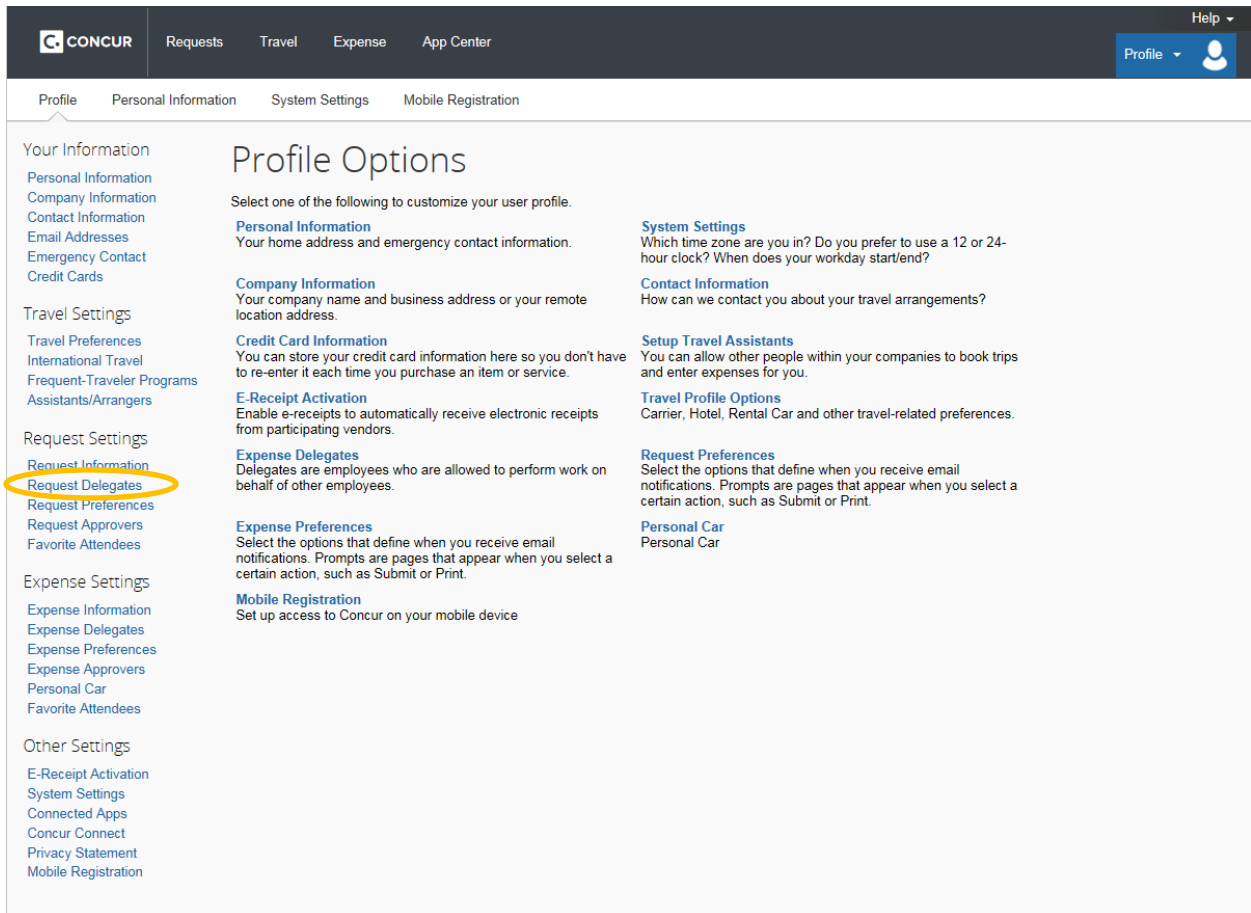


Adding a Delegate

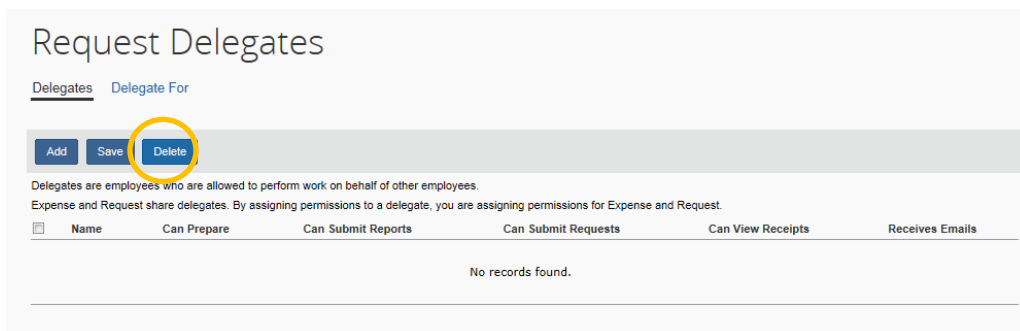
Most departments have a delegate or two that can assist in booking and reconciling your travel expenses. In order for the delegate to do those things for you, you will need to add them as a delegate to your profile.

On the main Concur Homepage, click on Profile in the top right hand corner. Click Profile Settings.

From the profile options page, select Request Delegate:



It will bring you to the following page:



Select add and add the following delegates using the email addresses below:

| | |
|-----------------|-----------------------|
| Melissa Coghill | (mcoghill@purdue.edu) |
| Liz Dunning | (eplaspoh@purdue.edu) |
| Sarah Flook | (sflook@purdue.edu) |

ALSO ADD ANY SECRETARIES, ASSISTANTS, ETC THAT WILL BE PREPARING TRIP REQUESTS AND/OR EXPENSE REPORTS FOR YOU.

A search box will then pop up. In this box you can search by the last name of the employee or their Purdue e-mail address. Once you find the correct populated delegate click add.

You will then see the chosen delegates name with 5 different boxes next to their name. One for each of the following categories: Can Prepare, Can Submit Reports, Can Submit Requests, Can View Receipts, Receives E-mails. You will want to check all of the boxes.

+Please keep in mind that the employee must be the first to submit all reports, this acts as your electronic signature, however, if the report is returned for any reason, the delegate can resubmit those reports after the errors are fixed.

Be sure to save the changes.