Delegates in Concur

These instructions show how to set up delegates and assistants/arrangers in Concur. If you would like the Business Office to assist you with your travel/reimbursements, you will need to set this up. We are not able to see your Concur profile if we are not assigned as a delegate.

Request Delegates:

Go to Concur; Profile, Request Settings

![Concur Profile Request Delegates](image)

Select “Add”, and start typing your delegate’s last name or email address.

There are several options available:

- Supervisors that approve requests have the ability to assign a delegate to approve requests for you. This can be set permanently or temporarily.
- Concur users can assign delegates to help prepare requests for them. The recommended setting is that each user assigns the Business Office staff as delegates: Margaret King (mking@shs.tamu.edu), Tanja Peterson (tpeterson@shs.tamu.edu), Brittany Rekieta (brekieta@shs.tamu.edu), Abby VandenBrink (avandenbrink@shs.tamu.edu), and Pat Gallow (pgallow@shs.tamu.edu)
- Accounting approvers can assign delegates as well.
Expense Delegates:

This is the same procedure and most of the time it is already set up if you did the request. Just double-check if your delegates are assigned:

Travel Assistants/Arrangers:

If you would like somebody (Business Office staff) to help you with your travel arrangements, you will need to assign that person as an assistant/arranger.

Concur, Profile, Travel Settings - Assistants/Arrangers
Click on Assistants/ Arrangers; “Add an Assistant”. A pop up box will appear and you can search for your delegate’s name.

Select “Can book travel for me”. Now you assistant is able to make travel arrangements for you.