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/reimbursement requests and preparing of reports, you will have to set these up. We are not able to see your Concur profile if we are not assigned as a delegate.

Request Delegates:

Log into SSO- Go to Concur; Profile, Profile Settings.

On the left side of the screen, under Request Settings- click on Request Delegates.

There are several options available:

- Concur users can assign delegates to help prepare requests for them. If you would also like your delegate to be able to book travel arrangements for you, please check that box as well.

The recommended setting is that each user assigns the Business Office staff as delegates:

- Brittany Pekar (bpekar@shs.tamu.edu)
- Laura Campos (lcampos@shs.tamu.edu)
- Abby VandenBrink (avandenbrink@shs.tamu.edu)
- Backup
  - Randee Heuberger (rheuberger@shs.tamu.edu)
  - Maggie King (mking@shs.tamu.edu)
**Expense Delegates:**

Setting up your expense delegates is the same process and most of the time it is already set up if you did the request delegate section. Just double-check if your delegates are assigned: