

To add a delegate, log into your Concur and select 'Profile':

Step 1: Click on the 'Request Delegate' under the third category.

Step 2: Click 'Add' and Search for the name

Step 3: Once added, check 'Can prepare, view receipts, & receives emails' next to the delegate you added

Step 4: Click 'Save'

**Note:** Never change the delegates listed or their settings, unless directed by the business office or travel.

It is to your benefit to have delegates, as they can assist you with your requests and expense reports when set up accordingly.

The screenshot shows the ALTOUR Concur user interface. The top navigation bar includes 'My Concur', 'Request', 'Travel', 'Expense', 'Reporting', 'Profile', and 'App Center'. Below this, there are sub-navigation options: 'Personal Information', 'System Settings', and 'Mobile Registration'. The main content area is titled 'My Profile' and contains a sidebar with various settings categories: 'Your Information', 'Travel Settings', 'Request Settings', 'Expense Settings', and 'Other Settings'. The 'Request Delegates' section is highlighted in the sidebar, with an arrow labeled 'Step 1' pointing to it. The 'Request Delegate' section is expanded, showing a table of delegates. The table has columns for 'Name', 'Can Prepare', 'Can View Receipts', 'Receives Emails', 'Can', 'Temporary', 'Can Preview For Approver', and 'Receives Ap'. Three delegates are listed, all with 'Doe, Jane' as the name. The first two delegates have 'Can Prepare', 'Can View Receipts', and 'Receives Emails' checked. The third delegate has 'Can Prepare' checked. There are 'Add' and 'Save' buttons above the table, with arrows labeled 'Step 2' and 'Step 4' pointing to them. A 'Step 3' arrow points to the 'Receives Emails' checkbox for the first delegate.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Receives Emails	Can	Temporary	Can Preview For Approver	Receives Ap
<input type="checkbox"/>	Doe, Jane	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Doe, Jane	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Doe, Jane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>