

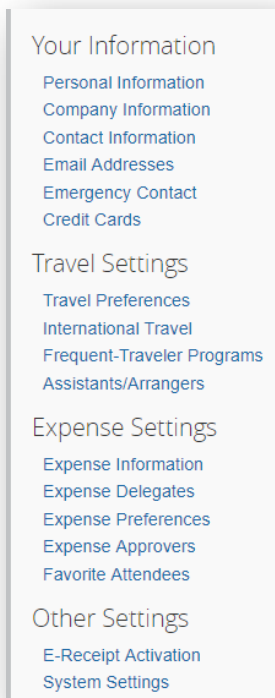
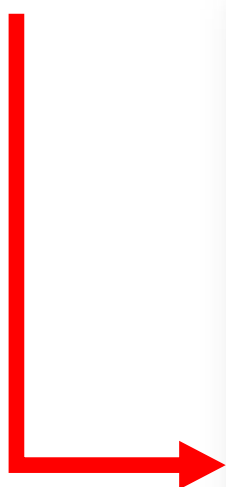
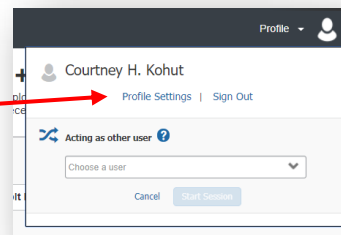
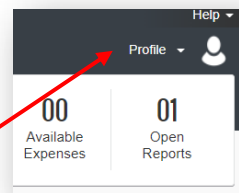
ADDING AN EXPENSE DELEGATE IN CONCUR

1. Login to **CONCUR**

2. At the top right-hand corner, click on Profile.

3. Click on Profile Settings.

4. On the left-hand side, click on Expense Delegates.



5. Click on Add and type in the name of your expense delegate, ensuring you select Can Prepare, Can View Receipts and Can Approve, then click Save.

