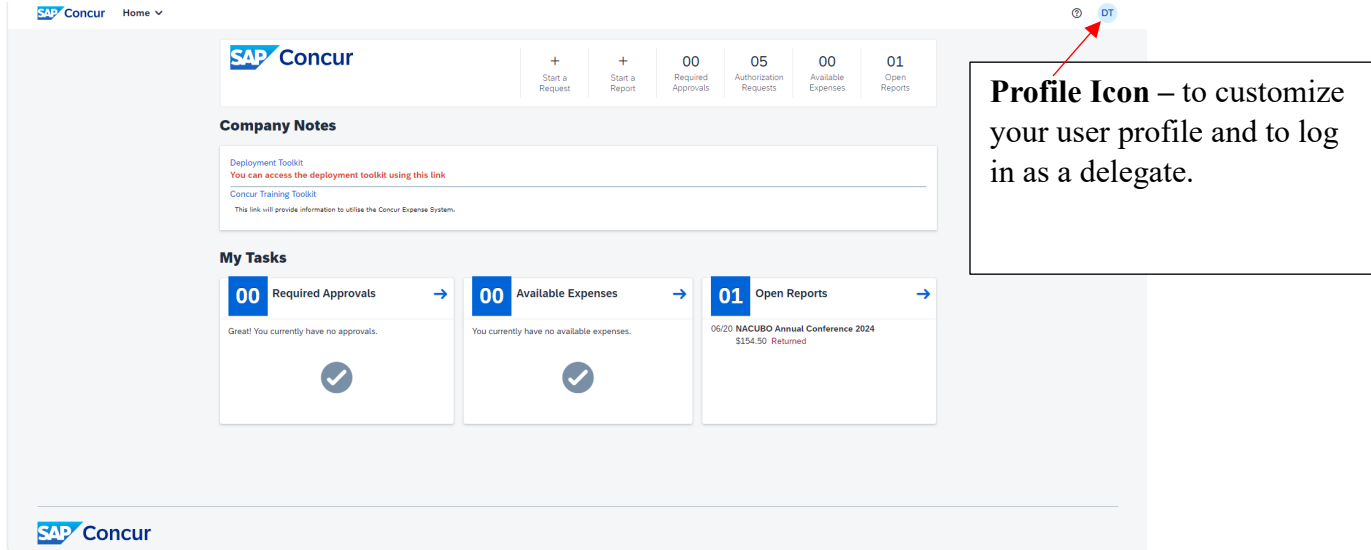


SAP Concur Creating a Delegate

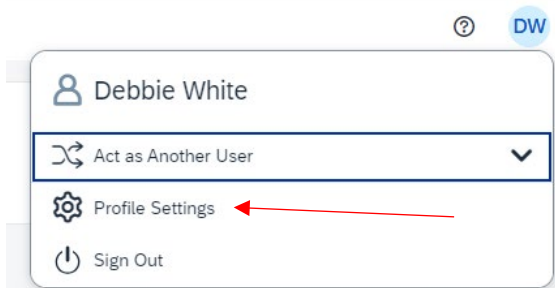
You may change your delegate settings at any time. Once you have made your changes and saved your changes, they are effective immediately. Expense and Request share delegates. By assigning permission to a delegate, you are assigning permission for Expense and Request.

Delegates are assigned within the Profile Settings. Click on the Profile Icon.



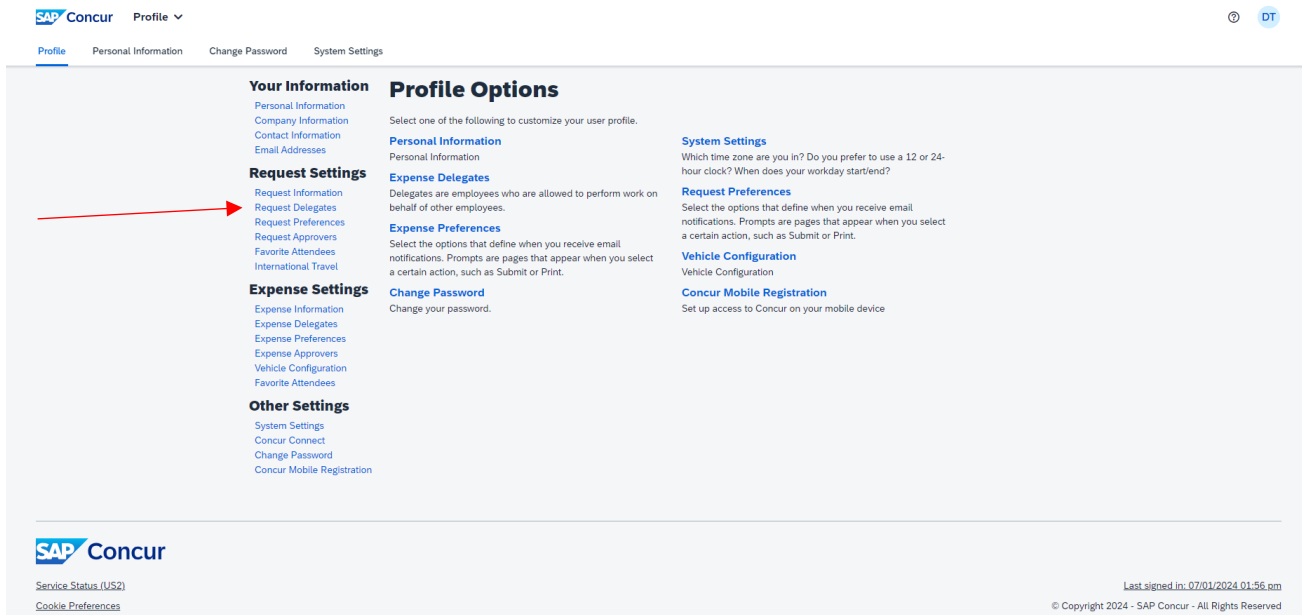
The screenshot shows the SAP Concur home page. At the top right, there is a profile icon with the initials 'DT'. A red arrow points from a callout box to this icon. The callout box contains the text: "Profile Icon – to customize your user profile and to log in as a delegate." The home page includes sections for "Company Notes", "My Tasks", and various status indicators like "Required Approvals", "Available Expenses", and "Open Reports".

Click on the Profile Settings.



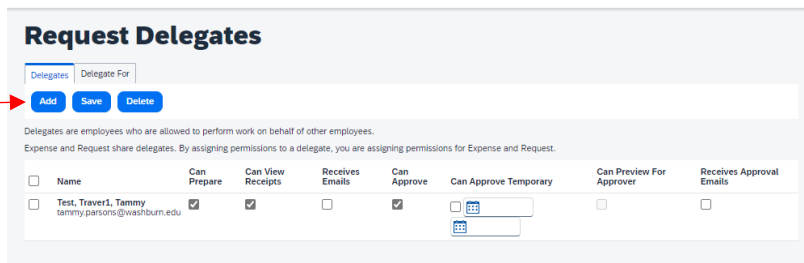
The screenshot shows the user profile dropdown menu for "Debbie White". The menu items are "Act as Another User", "Profile Settings", and "Sign Out". A red arrow points to the "Profile Settings" option.

Below is the screen which will appear. Click on Request Delegates

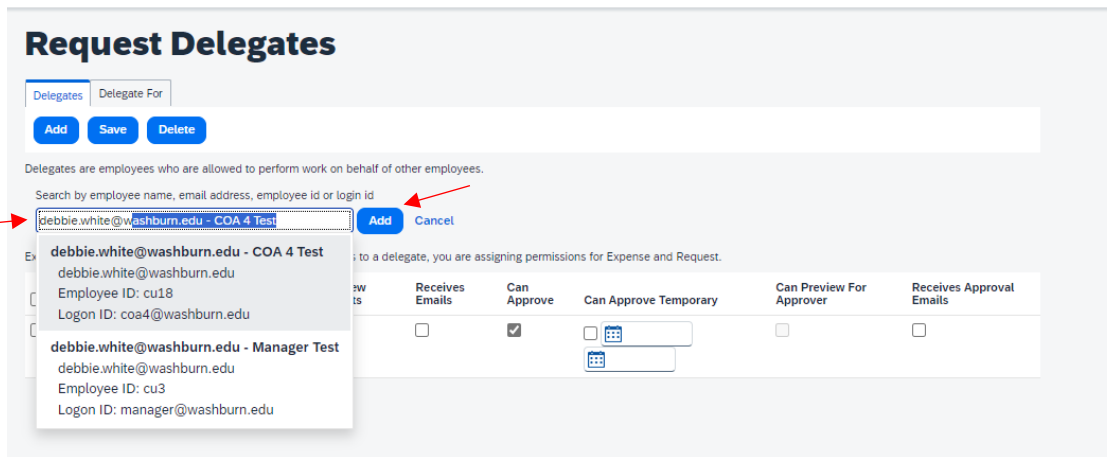


The screenshot shows the "Profile" settings page in SAP Concur. The page is divided into several sections: "Your Information", "Profile Options", "Request Settings", "Expense Settings", and "Other Settings". A red arrow points to the "Request Delegates" link under the "Request Settings" section. The "Request Delegates" section is currently selected, showing a list of delegates and their roles.

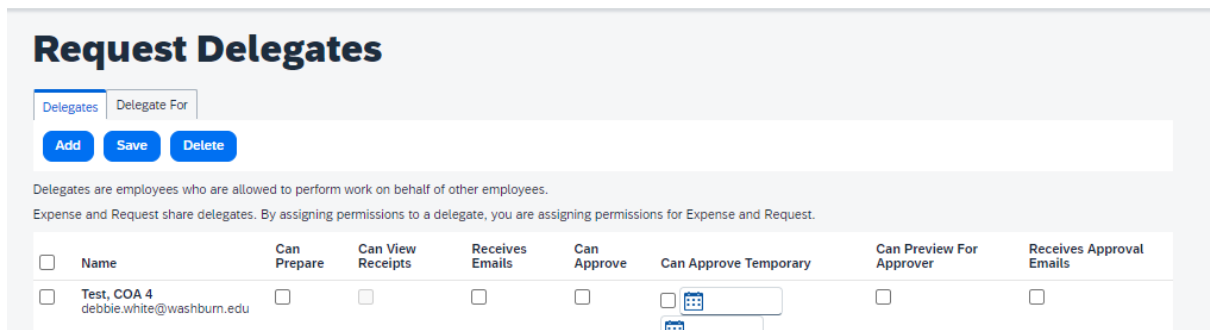
The screen will open on the Delegates tab. Click Add and a search box will appear for you to search for the individual you would like to add as your delegate. Anyone you have already designated as a delegate will appear on the screen as well.



As you type the name, email address, or employee id a listing of matches will appear. Highlight and click on the name you would like to assign as your delegate. Click on Add.



Check the boxes for the permissions you would like to provide to the delegate.



Can Prepare – allows delegate to prepare a travel request or expense report on your behalf.

Can View Receipts – allows delegate to see receipts you have loaded into Concur.

Receives Emails – allows delegate to receive Request and Expense emails from Concur on your behalf.

Not every user will have Approval duties assigned to them. Only those with approval responsibilities will have the ability to delegate these to another.

Can Approve – allows the delegate to approve on your behalf.

Can Approve Temporary – allows delegate to only approve during a specified period of time on your behalf.

Can Preview for Approver – allows delegate to preview approvals on your behalf.

Receives Approval Emails – allows delegate to receive approval emails on your behalf.