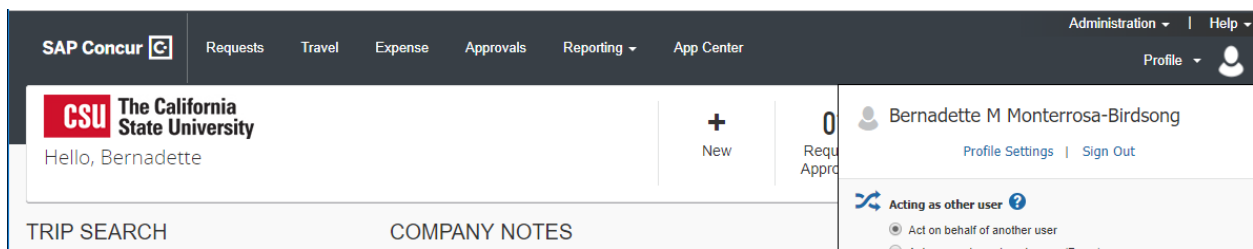


DELEGATE: ACTING ON BEHALF OF ANOTHER PERSON IN CONCUR USER GUIDE



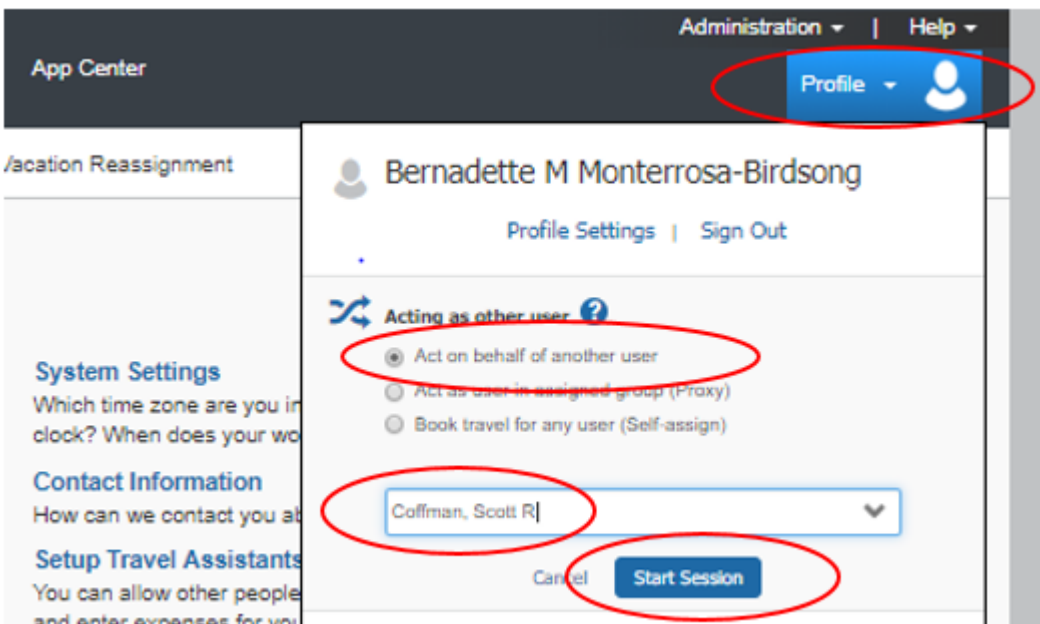
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This guide is for people who have been delegated the activity of preparing **Requests and Expense Reports**. As a Delegate, you can **ONLY** prepare Requests and Expense Reports for other Concur users. You cannot submit on their behalf.

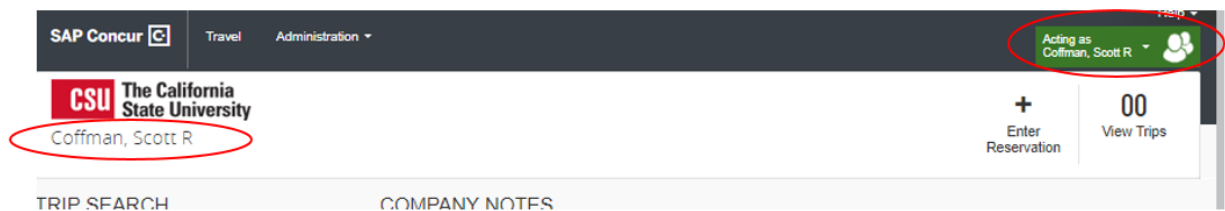
NOTE: To book or arrange travel, you will need to be assigned "Arranger" in Concur. This is different than Delegate.

To prepare...

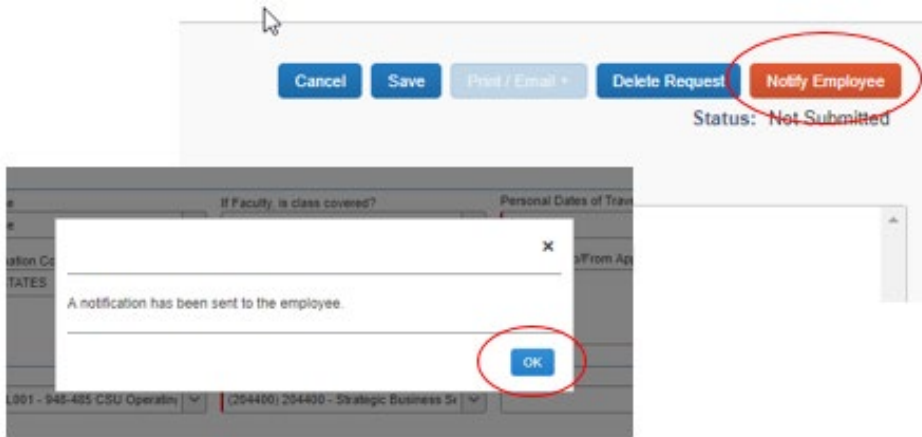
1. Go to **Profile**.
2. Click on **Act on behalf of another user** (this will only show up if someone has delegated to you).
3. Enter name of person you will be acting on behalf of; only people who have delegated to you will appear.
4. Click on **Start Session**.



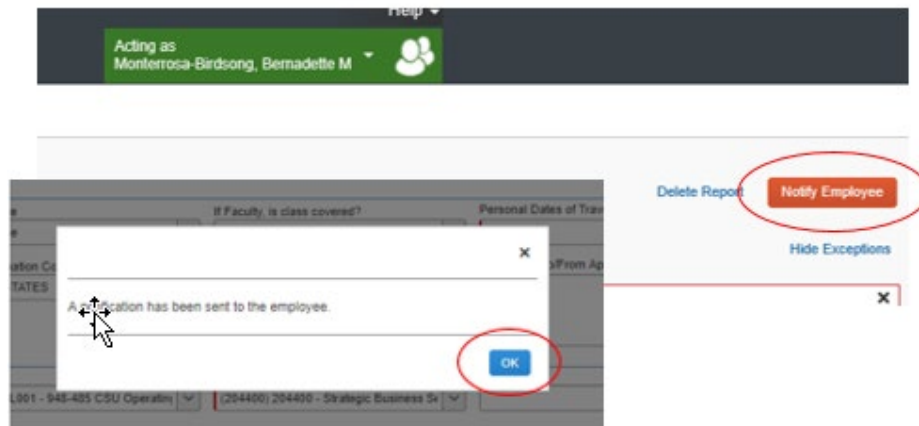
5. Delegate is now acting on behalf of another and can now prepare **Request** and/ or **Expense** Report like they would do for themselves (see Request and Expense guides for more details).



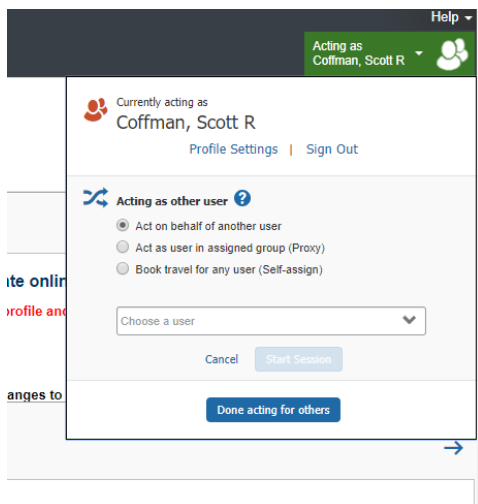
6. When the delegate completes preparing...
 - a. a **Request**, click on **Notify Employee**. In the pop-up window, click **OK**.



- b. an **Expense Report**, click on **Notify Employee**. In the pop-up window, click **OK**.



7. Once you complete acting on behalf of another user, go to **Acting as** and click on **Done acting for others**.



8. The traveler (the person the Delegate is acting on behalf of) will receive notification.
9. In traveler's Manage Request they will see the notification icon. Clicking on the icon will allow them to see the prepared Request. They can **submit** as usual.

