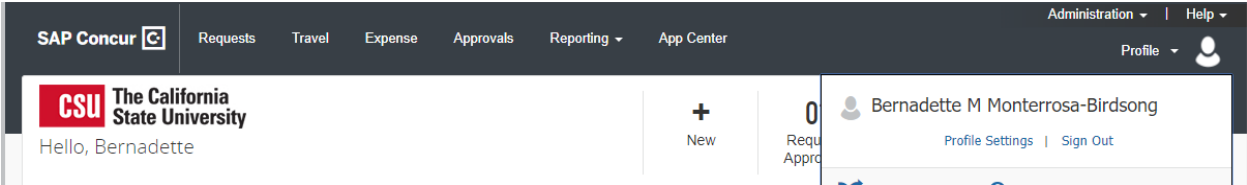


SETTING UP TRAVEL ARRANGER IN CONCUR

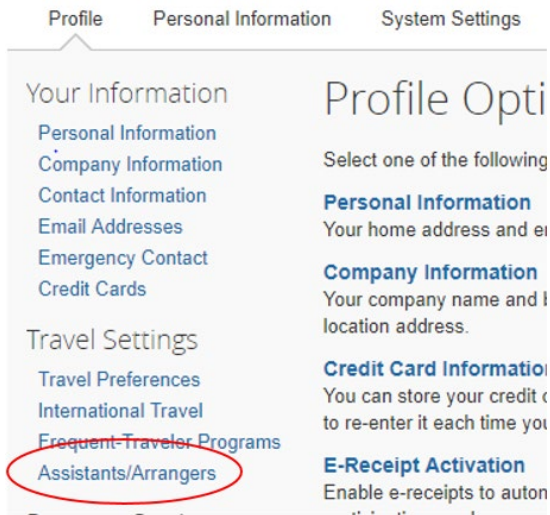


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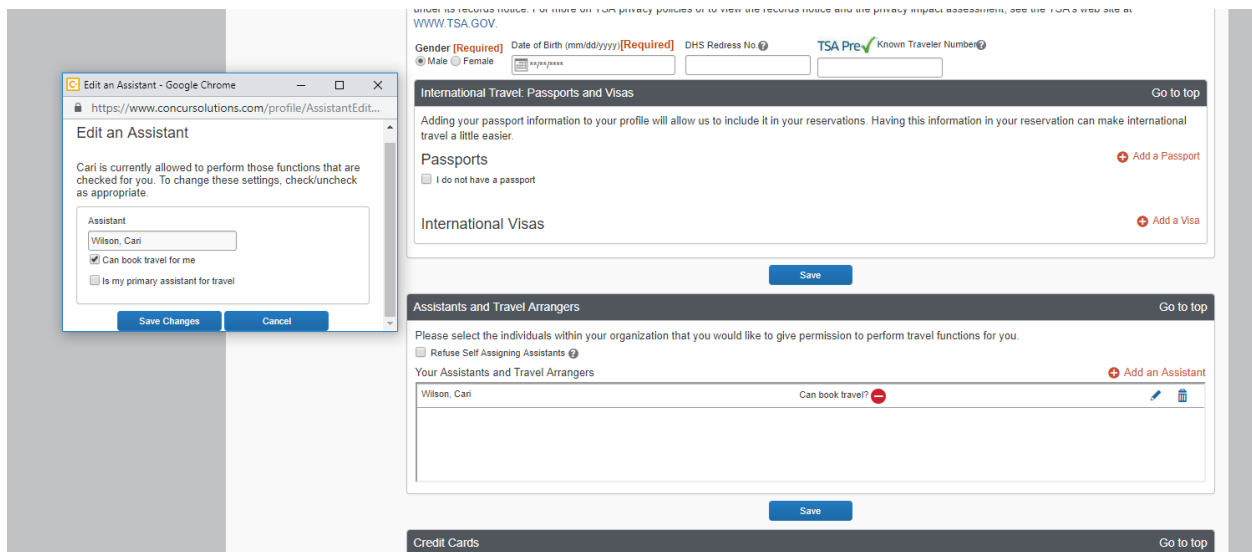
Setting up Travel Arranger

This guide will outline how to set up a Travel Arranger. A Travel Arranger is someone with a Concur profile that may book and reserve travel on behalf of another person in Concur. A Travel Arranger may only arrange travel. To have Requests and Expense Reports prepared by someone else, a Delegate will need to be set up. Please see Setting up Delegate material.

1. Click on **Profile**, click on **Profile Settings**.
2. Under Travel Settings, click on **Assistants/Arrangers**.



3. Click on **Add an Assistant** icon.
4. Enter name of user you would like to arrange travel on your behalf.
5. Check **Can book travel for me** box – this is important, otherwise they won't be able to see your travel module to book your travel.
6. Click **Save** or **Save Changes** (if you are adding another user).



7. Green circle with check mark will appear when complete.

Assistants and Travel Arrangers Go to top

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Refuse Self Assigning Assistants

Your Assistants and Travel Arrangers + Add an Assistant

Wilson, Cari	Can book travel?	
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[Save](#)

8. Now Travel Arranger can book your travel in Concur. See Travel Arranger guide for instructions on how to access other's Concur Travel modules to book travel.