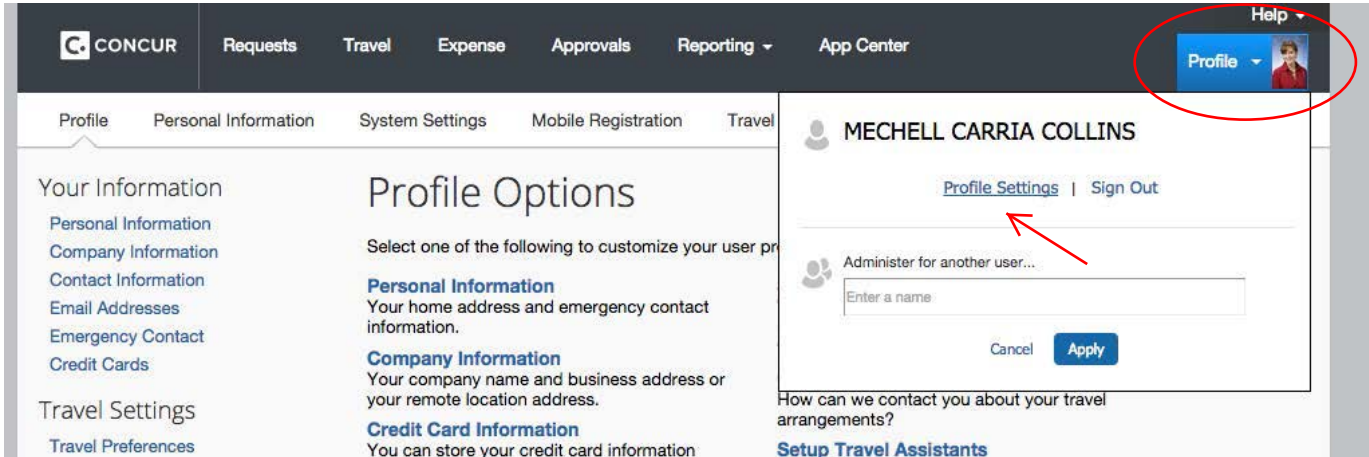


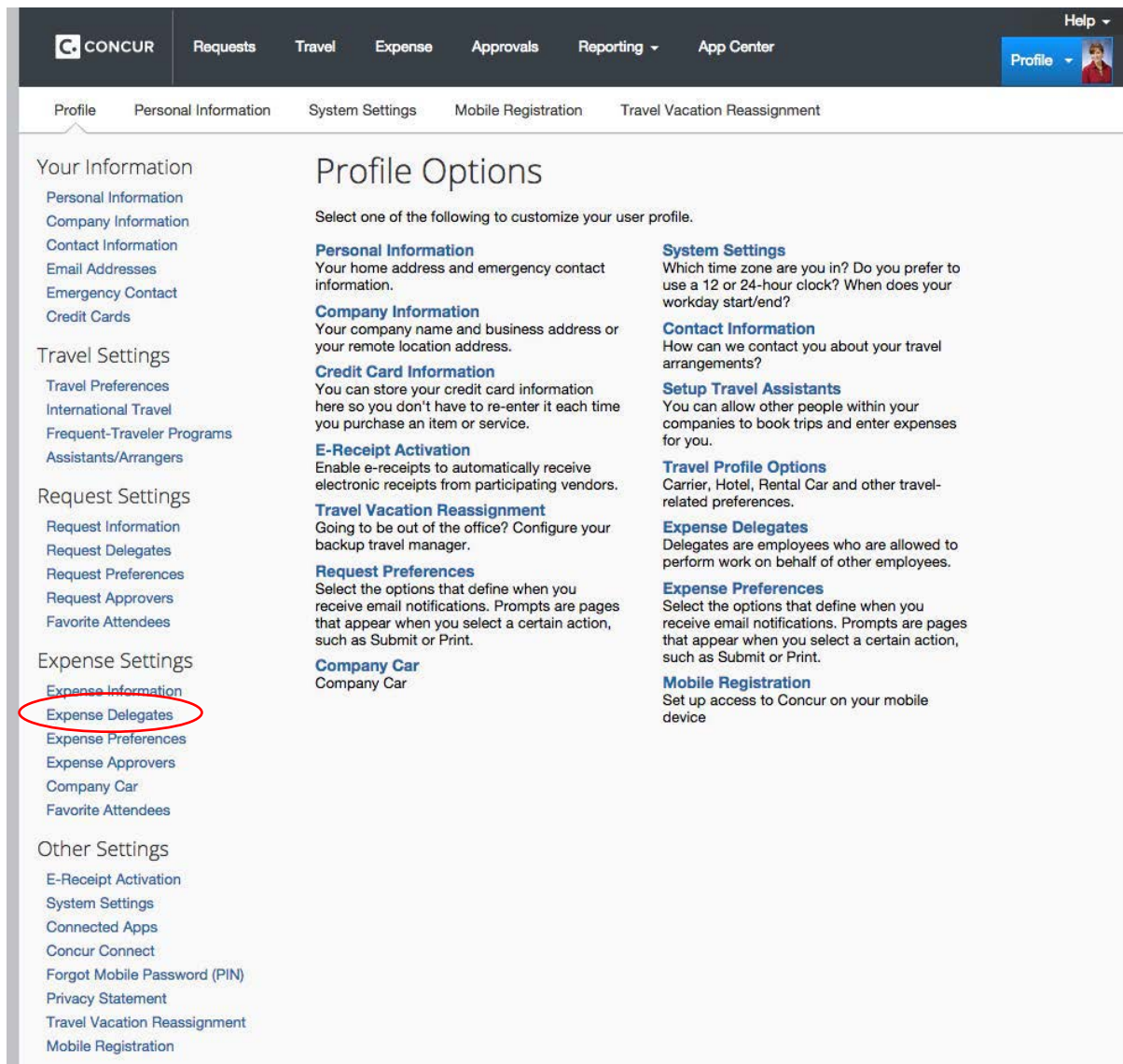
Adding Expense Delegates / Travel Assistants

This will allow the GeoTravel Team to assist with and view your expense reports

- 1) Log into sso.tamus.edu.
- 2) Select eTravel/Concur from the SSO menu.
- 3) Once Concur is open, click on the "Profile" tab.
- 4) Select Profile Settings



- 5) Select "Expense Delegates" from the profile options listed on the left side of the screen



- 6) Click on the blue "Add" button under the delegates tab
- 7) Search for and add individuals for GEO Travel and your Department Staff listed below.
- 8) Select the Duties as shown below

Concur	Staff <i>(Select only your Dept staff & GEO Travel Team)</i>	DEPT	Can Prepare	Can Book Travel	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Receives Approval Emails
Request & Expense Delegates	Mechell Carria Collins	GEOG/GEO Travel	X	X	X		X	X	
	Debra French	GEOG/GEO Travel	X	X	X			X	
	Jessica Radnitzer	GEOG/GEO Travel	X	X	X			X	
	Debbie Odstracil	OCNG	X	X	X		X	X	
	Kelsey Dillard	OCNG	X	X	X				
	Theresa Morrison	ATMO	X	X	X		X	X	
	Wyatt Buchannon	ATMO	X	X	X				
	Cathryn Bruton	GEOL	X	X	X		X	X	
	Lisa Reichert	GEOL	X	X	X		X	X	
	Elizabeth Collins	GEOL	X	X	X				
	Barbara Bayer	CLGE	X	X	X	X	X	X	
	Michel Beal	CLGE	X	X	X	X	X	X	

9) Finish by clicking the blue "Save" button

*Example of how it should look

Your Information

- [Personal Information](#)
- [Company Information](#)
- [Contact Information](#)
- [Email Addresses](#)
- [Emergency Contact](#)
- [Credit Cards](#)

Travel Settings

- [Travel Preferences](#)
- [International Travel](#)
- [Frequent-Traveler Programs](#)

Request Settings

- [Request Information](#)
- [Request Delegates](#)
- [Request Preferences](#)
- [Request Approvers](#)
- [Favorite Attendees](#)

Expense Settings

- [Expense Information](#)
- [Expense Delegates](#)
- [Expense Preferences](#)
- [Expense Approvers](#)
- [Company Car](#)
- [Favorite Attendees](#)

Other Settings

- [E-Receipt Activation](#)
- [System Settings](#)
- [Connected Apps](#)
- [Concur Connect](#)
- [Forgot Concur Mobile PIN](#)
- [Travel Vacation](#)
- [Reassignment](#)
- [Concur Mobile Registration](#)

Expense Delegates

Delegates Delegate For

Add
Save
Delete

Delegates are employees who are allowed to perform work on behalf of other employees.
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Book Travel	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Receives Approval Emails
<input type="checkbox"/>	COLLINS, MECHELL <small>carria@tamu.edu</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input style="width: 50px;" type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	French, Debra <small>dfrench@tamu.edu</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input style="width: 50px;" type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	JOHNSON, ANNA <small>annajohnson@tamu.edu</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input style="width: 50px;" type="text"/>	<input type="checkbox"/>