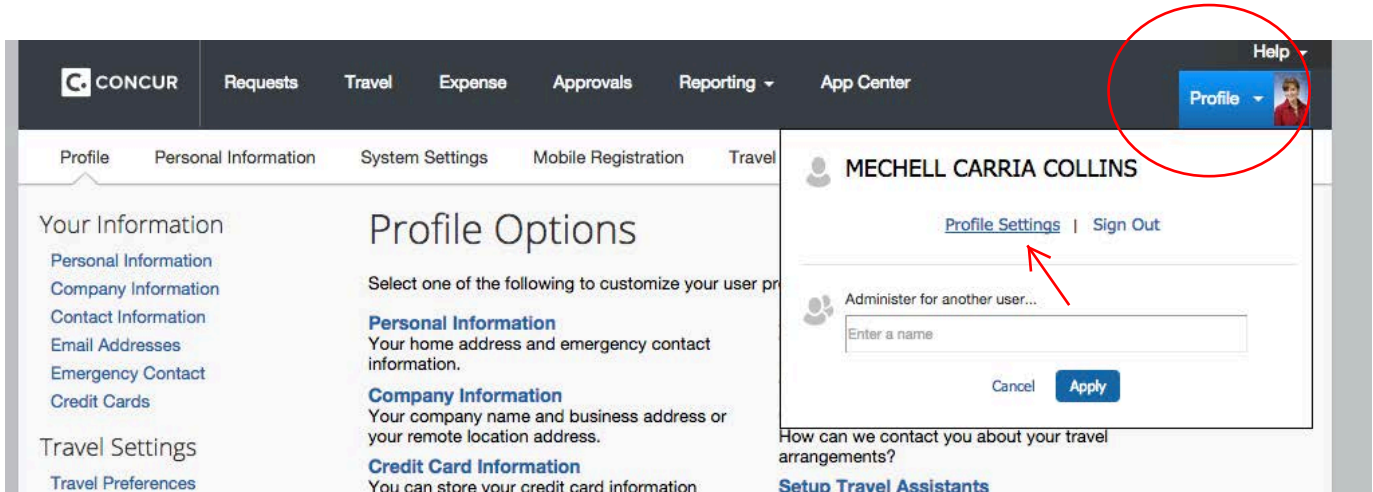


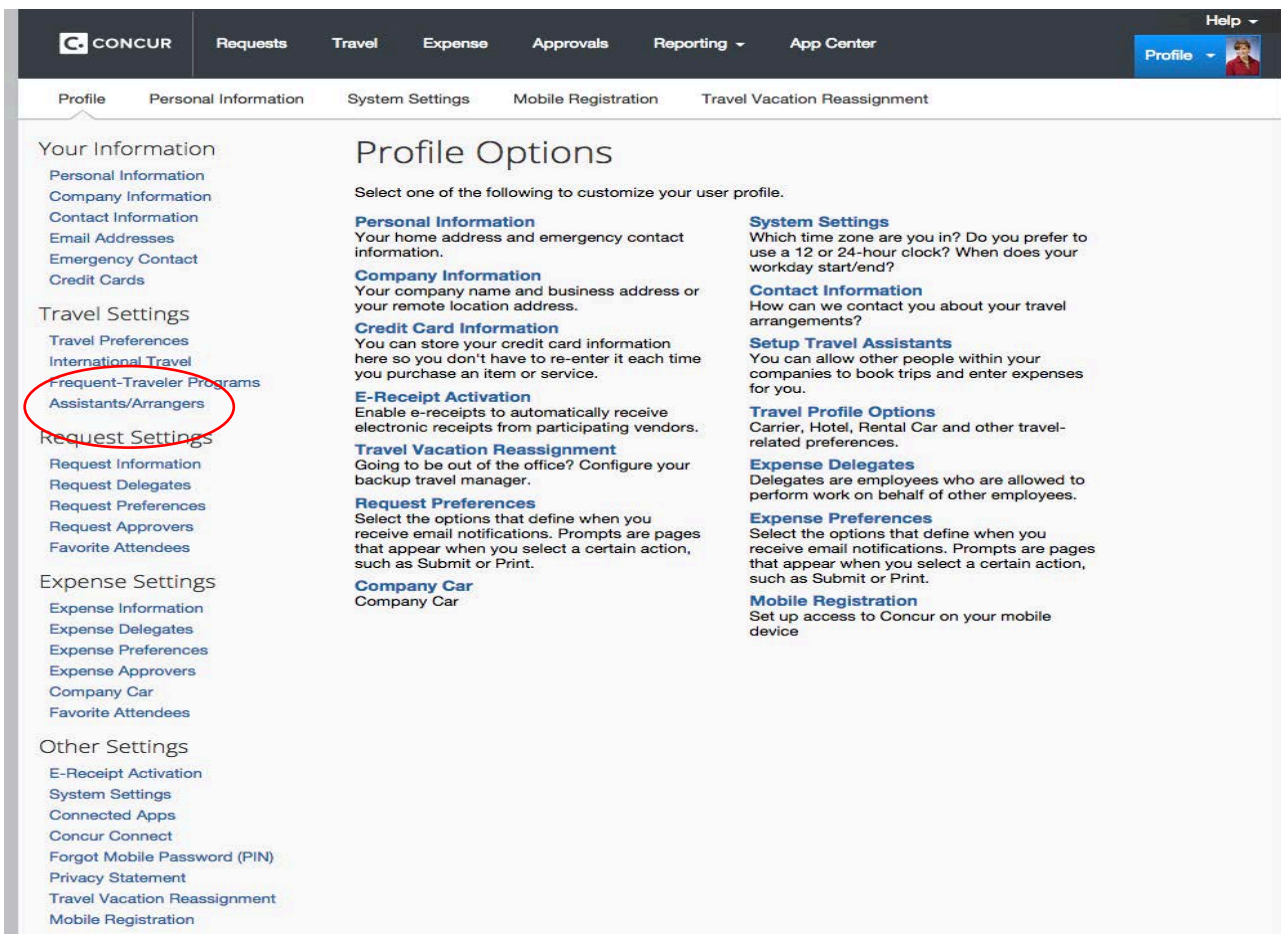
Adding Assistants/ Arrangers and Expense Delegates

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

First, log into sso.tamus.edu. Then, select eTravel/Concur from the SSO menu. Once Concur is open, click on the “Profile” tab.



Select “Assistants/Arrangers” from the profile options listed on the left side of the screen



Search for and add individuals for GEOG and your department staff listed below.
 Select the duties as shown.

CONCUR	Staff (select GEOG and your dept. staff)	DEPT	Can book travel for me	Is my primary assistant for travel
Assistants / Arrangers	Mechell Carria Collins	GEOG	X	
	Debra French	GEOG	X	X
	Jessica Radnitzer	GEOG	X	
	Janet Dudding	OCNG	X	X
	Debra Stark	OCNG	X	
	Theresa Morrison	ATMO	X	
	Debbie Odstrcil	ATMO	X	X
	Cathryn Bruton	GEOL	X	
	Lisa Reichert	GEOL	X	
	Elizabeth Collins	GEOL	X	X
	Barbara Bayer	CLGE	X	
Michele Beal	CLGE	X	X	

Select “Expense Delegates or Request Delegates” from the profile options listed on the left side of the screen: Click on “Add Delegate”

Add all delegates listed below with duties as shown

CONCUR	Staff (select all staff)	DEPT	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Receives Approval Emails
Request & Expense Delegates	Mechell Carria Collins	GEOG	X	X		X	X	
	Debra French	GEOG	X	X			X	
	Jessica Radnitzer	GEOG	X	X			X	
	Janet Dudding	OCNG	X	X		X	X	
	Debra Stark	OCNG	X	X				
	Theresa Morrison	ATMO	X	X		X	X	
	Debbie Odstrcil	ATMO	X	X				
	Cathryn Bruton	GEOL	X	X		X	X	
	Lisa Reichert	GEOL	X	X		X	X	
	Elizabeth Collins	GEOL	X	X				
	Barbara Bayer	CLGE	X	X	X	X	X	
	Michele Beal	CLGE	X	X	X	X	X	

The last step, is to hit “Save.”

Example of how it should look.

Profile Personal Information System Settings Mobile Registration Travel Vacation Reassignment

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

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 Mobile Password (PIN)
- Privacy Statement
- Travel Vacation Reassignment

Expense Delegates

Delegates Delegate For

[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 View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Receives Approval Emails
<input type="checkbox"/> BAYER, BARBARA bbayer@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> BEAL, MICHELE michelebeal@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> BRUTON, CATHRYN cathryn-g-bruton@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> DUDDING, JANET jdudding@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> French, Debra dfrench@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> MORRISON, THERESA tmorrison@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> ODSTRCIL, DEBBIE dodstrcil@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> REICHERT, LISA lreichert@geos.tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> STARK, DEBRA stark@tamu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>