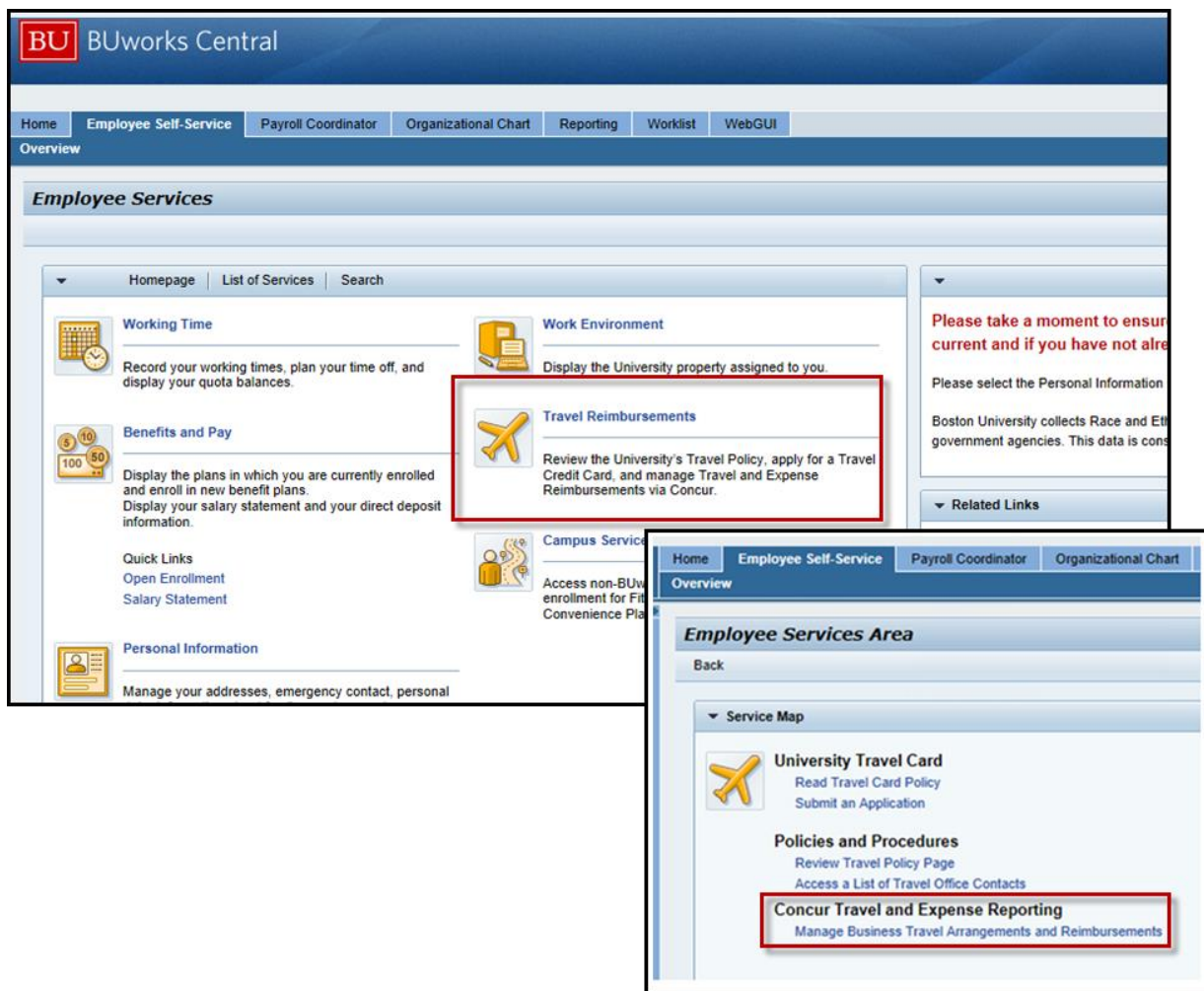


How to add an Expense Delegate

This Quick Reference Guide demonstrates how a user grants **Expense Delegate** access to their profile.

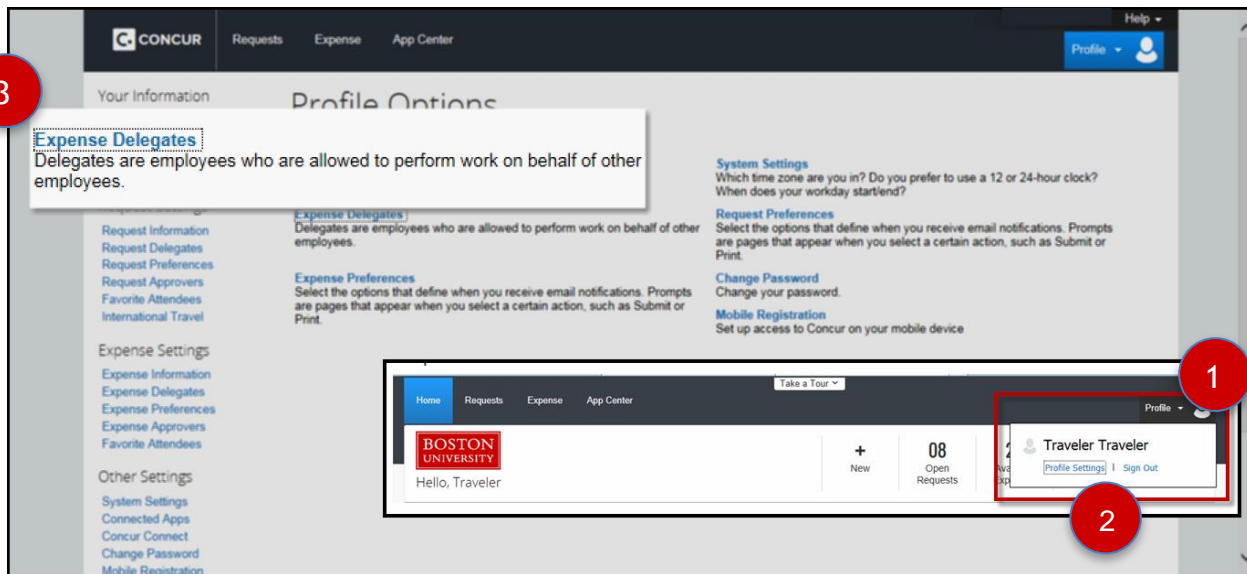
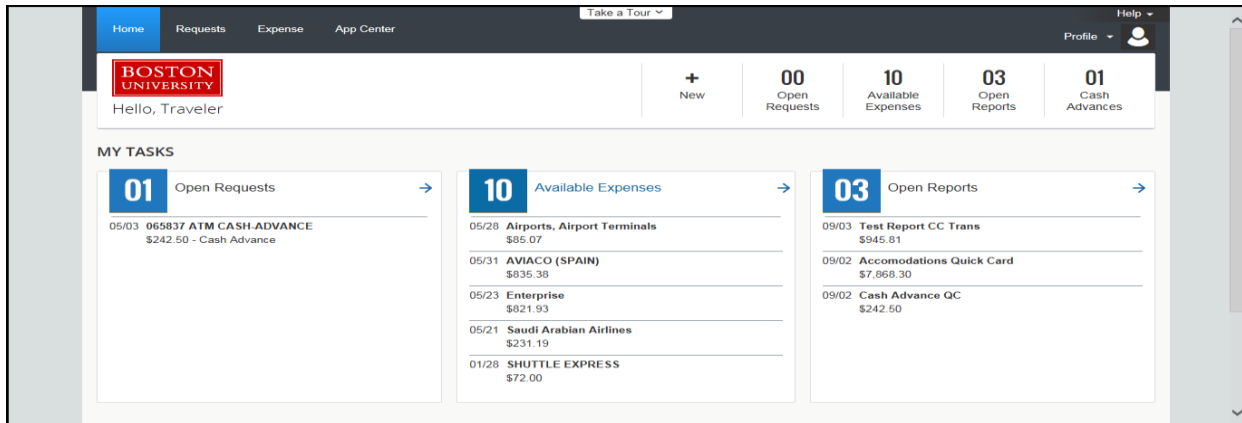
An **Expense Delegate** is created when there is a need for someone else to submit a Travel and Expense report on your behalf.



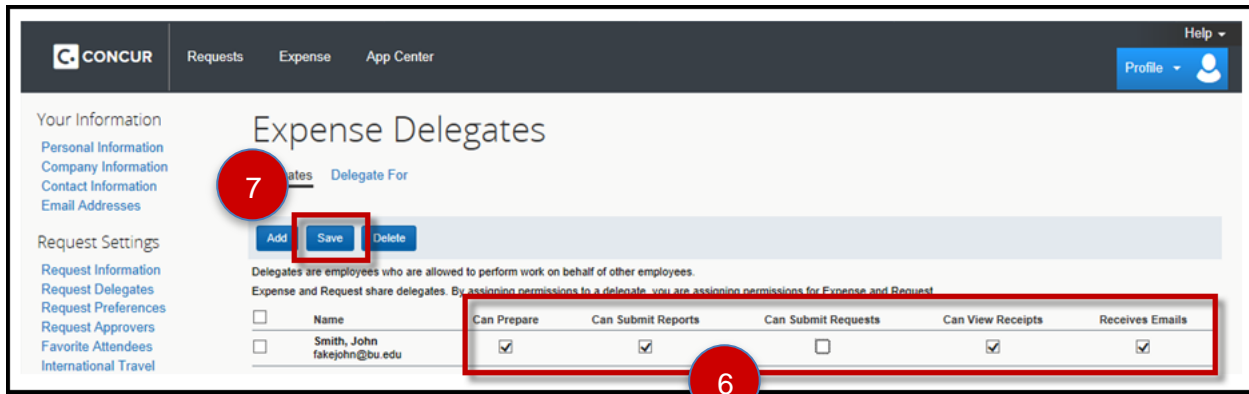
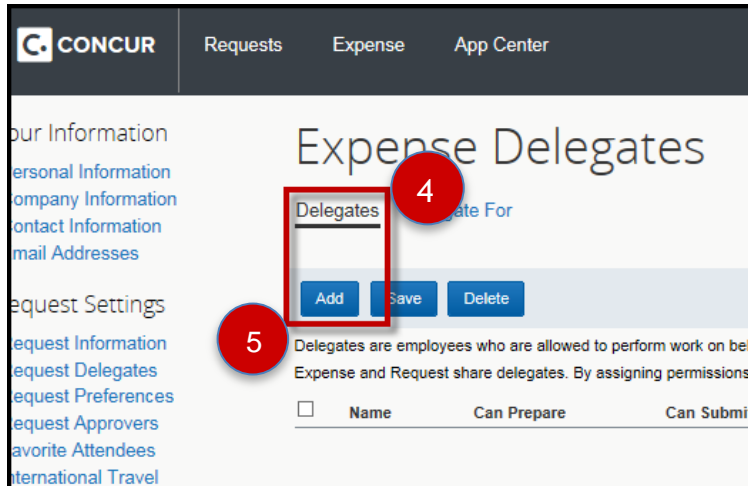
To access **Concur** go to [BUworks Central Portal Web-Site Page](#) and follow the menu path below:

Menu Path: [BUworks Central Portal](#) → ESS → Travel Reimbursements → Manage Business Travel Arrangements and Reimbursements → Concur Travel & Expense Home Page




Concur Travel and Expense Home Page



Concur Home Page	
1	Click on Profile button located on right hand side of Concur Home tab
2	Select and Click Profile Settings to display Profile Options
3	Select and click on Expense Delegates



** In most cases the above permissions set up should be used in order to ensure your Expense Delegate has the proper access to your profile.

4	<p>Select Delegates to assign an individual(s) to be an Expense Delegate.</p> <p> Information Do <u>not</u> select Delegate For</p>
5	<p>Click Add button to locate, search and select the individual(s) you are granting access to your Concur Expense profile.</p> <p> Information Searching by Boston University email address is most efficient</p>
6	<p>Select desired level of permission to be granted by utilizing the available check boxes.</p> <p><i>Options include: Can Prepare, Can Submit Reports, Can Submit Requests, Can View Reports and Receive Emails</i></p> <p> Important **Select & check the Receives Email box if you'd like for your Expense Delegate to be informed of the status of your submitted report.</p>
7	<p>Click Save button to finalize Expense Delegate set up.</p>

You have assigned permission and access for your new Expense Delegate.