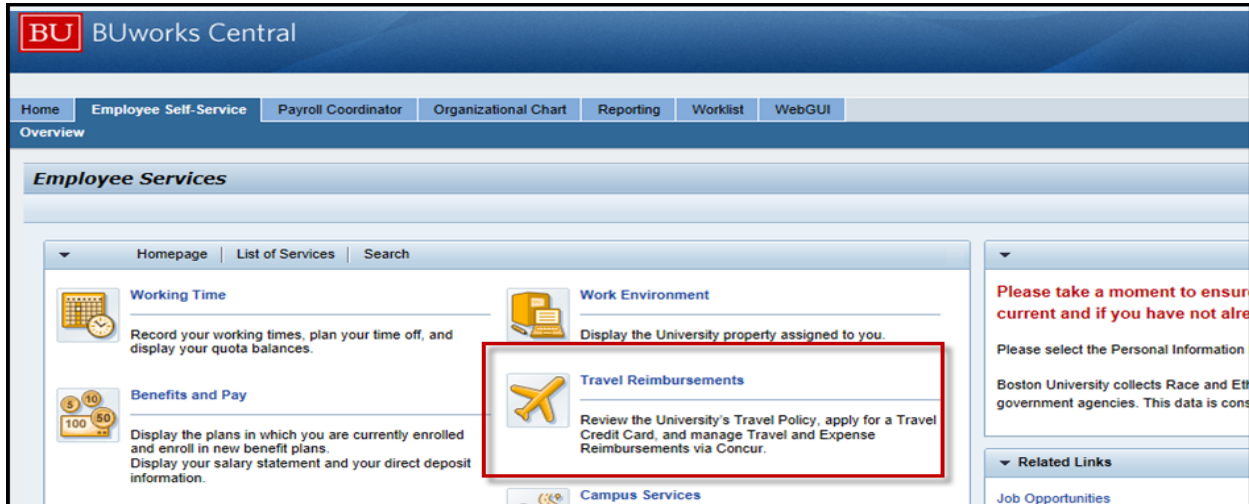


## How to add a Travel Arranger

This Quick Reference Guide demonstrates how a user grants **Travel Arranger** access to their profile.

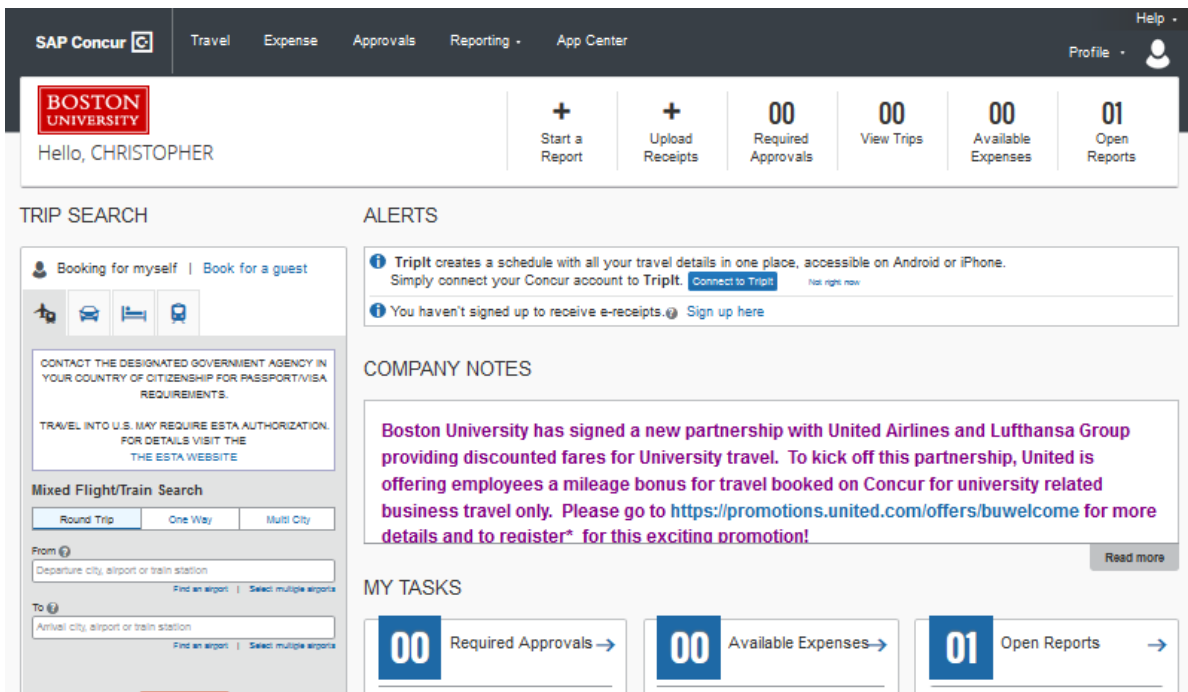
A **Travel Arranger** is added when there is a need for someone else to Travel in Concur on your behalf, charging your BU Travel Card.



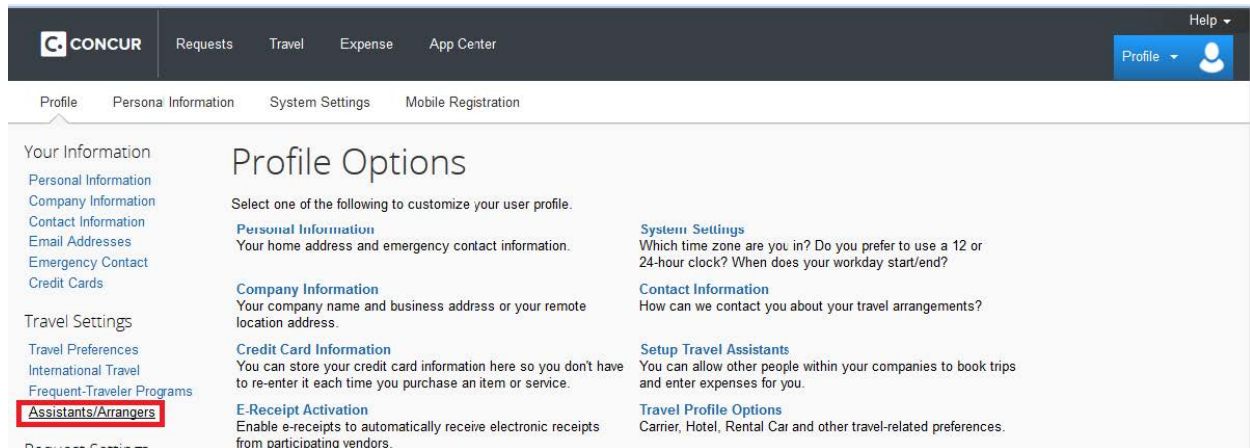
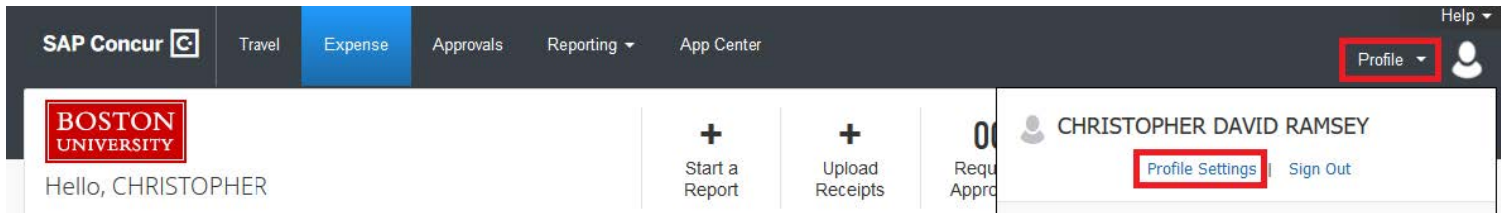
To access **Concur** go to [BUworks Central Portal Web-Site Page](#) and follow the menu path below:

**Menu Path:** [BUworks Central Portal](#) → ESS → Travel Reimbursements → Manage Business Travel Arrangements and Reimbursements →

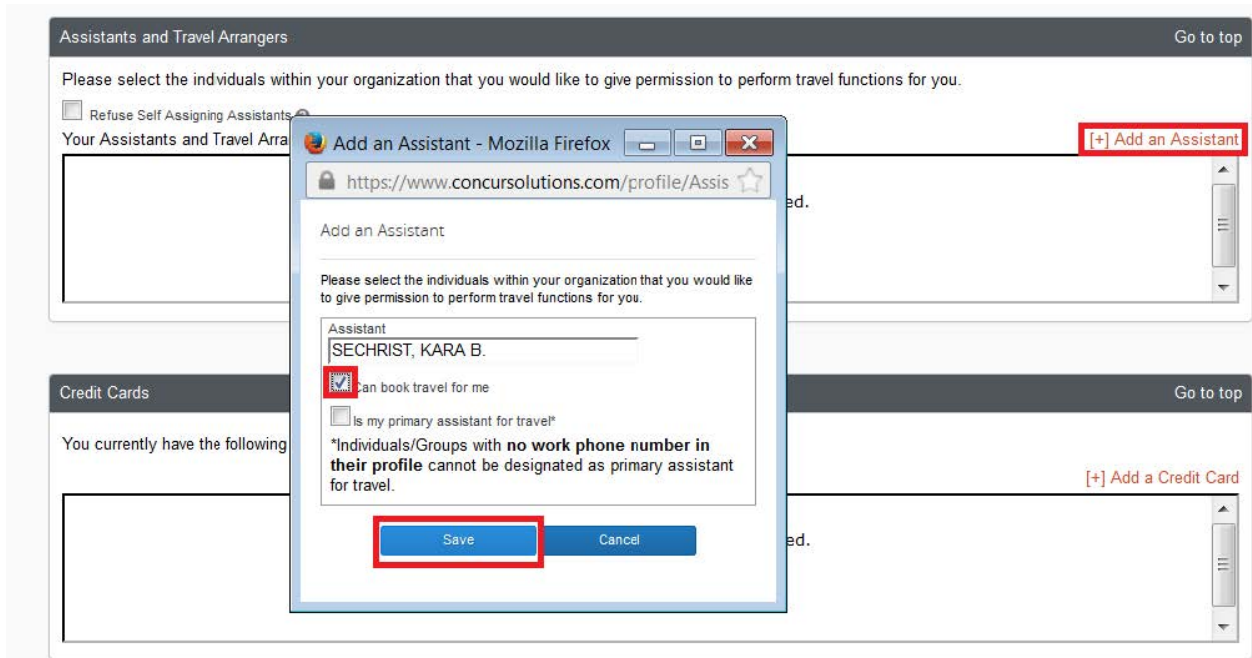
## Concur Travel and Expense Home Page



Concur Home Page	
1	Click on <b>Profile</b> button located on right hand side of <b>Concur Home</b> tab
2	Select and Click <b>Profile Settings</b> to display <b>Profile Options</b>
3	Select and click on <b>Assistants/Arrangers</b> [left hand side of <b>Profile Options</b> page under the heading <b>Travel Settings</b> ]



4	Click on <b>[+] Add an Assistant</b> to assign an individual(s) access to the booking tool in your profile
5	Type in available form field to locate, search and select the individual(s) you are granting access to. Searching by <b>Boston University</b> email address is most efficient
6	Select <b>Can book travel for me</b> check box
7	Click <b>Save</b> button to finalize set up.



**You have assigned permission and access for your new Travel Arranger.**

