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 **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 **Assistants/Arrangers** [left hand side of **Profile Options** page under the heading **Travel Settings**]

4. Click on [+] **Add an Assistant** 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 **Boston University** email address is most efficient

6. Select **Can book travel for me** check box

7. Click **Save** button to finalize set up.
You have assigned permission and access for your new Travel Arranger.