

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.

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En	nploye	e Services								
	•	Homepage List	of Services Search							•
		Working Time				Work Environment			Please take a moment to ensur	
		Record your working display your quota b	r working times, plan your time off, and quota balances.			Display the University property assigned to you.				current and if you have not alree Please select the Personal Information
	(10)	Benefits and Pay	enefits and Pay			Travel Reimbursements			Boston University collects Race and Ett government agencies. This data is cons	
	100 50	Display the plans in which you are currently enrolled and enroll in new benefit plans. Display your salary statement and your direct deposit information.		~	Review the University's Travel Policy, apply for a Travel Credit Card, and manage Travel and Expense Reimbursements via Concur.			✓ Related Links		
				. 689	Campus Services		Job Opportunities			

To access **Concur** go to <u>BUworks Central Portal Web-Site Page</u> and follow the menu path below:

Menu Path: <u>BUworks Central Portal</u> \rightarrow ESS \rightarrow Travel Reimbursements \rightarrow Manage Business Travel Arrangements and Reimbursements \rightarrow

Concur Travel and Expense Home Page

SAP Concur C Travel Expense	Approvals Reporting	App Cente	r				Help Profile • 💄		
BOSTON UNIVERSITY Hello, CHRISTOPHER		∔ Start a Report	+ Upload Receipts	00 Required Approvals	00 View Trips	00 Available Expenses	01 Open Reports		
RIP SEARCH	ALERTS								
 Booking for myself Book for a guest See En See En S	 TripIt creates a so Simply connect you You haven't signed 	ur Concur account	to Triplt. Conne	ct to Tripit Net rig		or iPhone.			
CONTACT THE DESIGNATED GOVERNMENT AGENCY IN YOUR COUNTRY OF CITIZENSHIP FOR PASSPORT/VISA REQUIREMENTS. TRAVEL INTO U.S. MAY REQUIRE ESTA AUTHORIZATION.	COMPANY NOTES Boston University has signed a new partnership with United Airlines and Lufthansa Group								
FOR DETAILS VISIT THE THE ESTA WEBSITE	providing disco	unted fares fo	or University	travel. To kic	k off this par	tnership, Uni	ted is		
Mixed Flight/Train Search Round Trip One Way Multi City From	offering employ business travel details and to re	only. Please	go to https://	promotions.u		-			
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	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]

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Hello, CHRISTOPH	HER				Report	Receipts	Appro	Frome 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.



Assistants and Travel Arrangers		Go to top
Please select the indviduals withi	n your organization that you would like to give permission to perform travel functions fi	ior you.
	🖢 Add an Assistant - Mozilla Firefox 📃 🔳 💌	[+] Add an Assistant
	Add an Assistant	=
	Please select the individuals within your organization that you would like to give permission to perform travel functions for you.	*
Credit Cards	Assistant SECHRIST, KARA B. Contract of the second	0.1.1.1
You currently have the following	Is my primary assistant for travel [®] *Individuals/Groups with no work phone number in	Go to top
	their profile cannot be designated as primary assistant for travel.	[+] Add a Credit Card
	Save Cancel ed.	E
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You have assigned permission and access for your new Travel Arranger.

Assistants and Travel Arrangers Go to top							
Please select the individuals within your organization that you would like to give permission to perform travel functions for you.							
Refuse Self Assigning Assistants 🚱							
Your Assistants and Travel Arrangers	[+] Add an Assistant						
SECHRIST, KARA B.	Can book travel? 📀 🖉 💼						
Save							