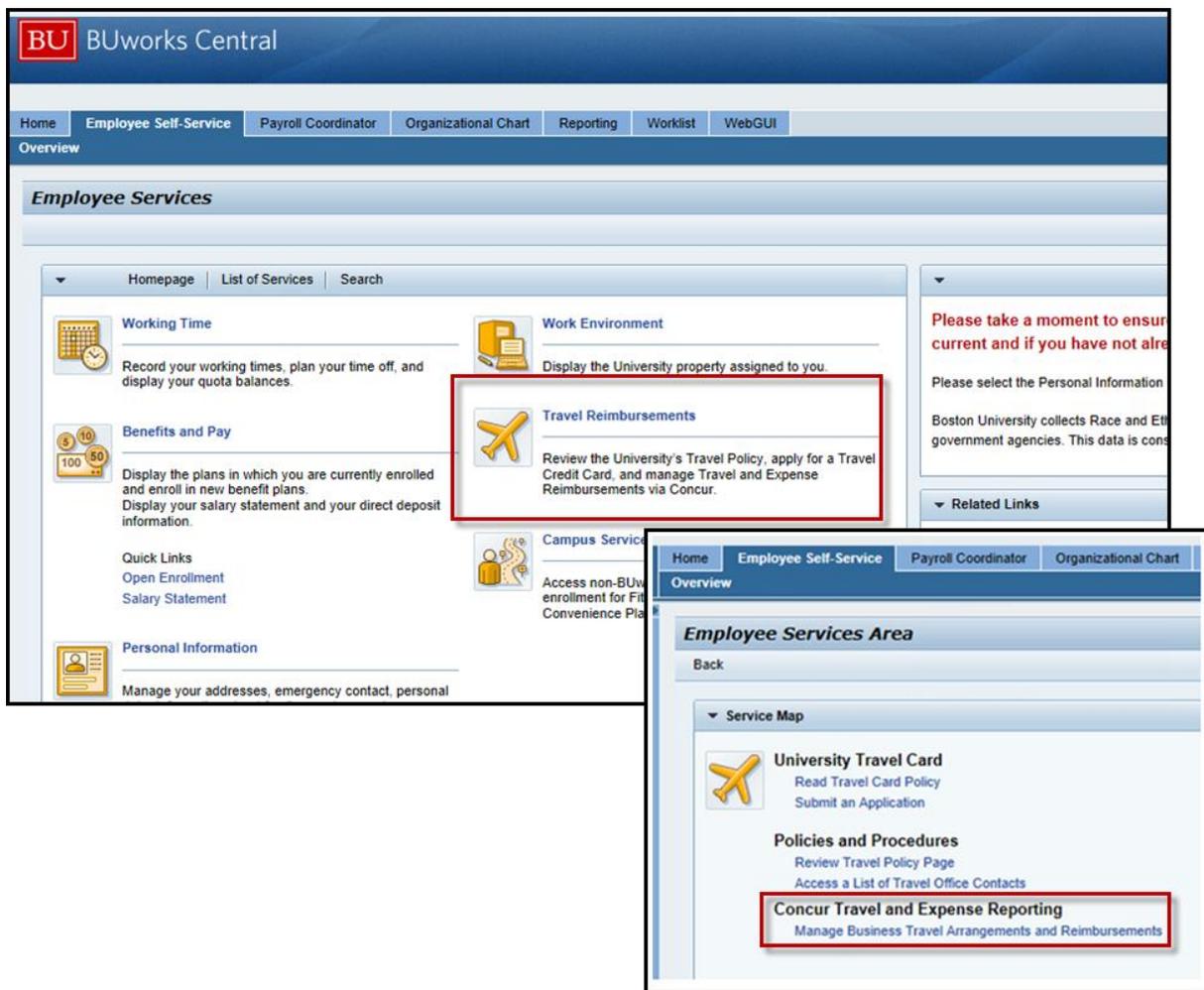


## How to add an Expense Delegate

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

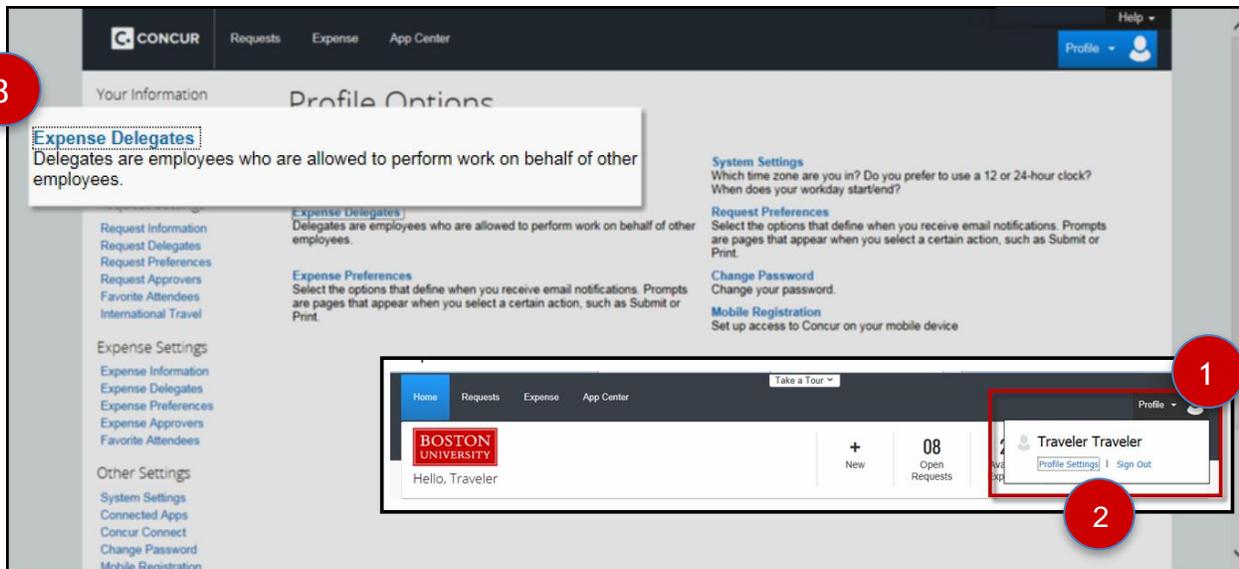
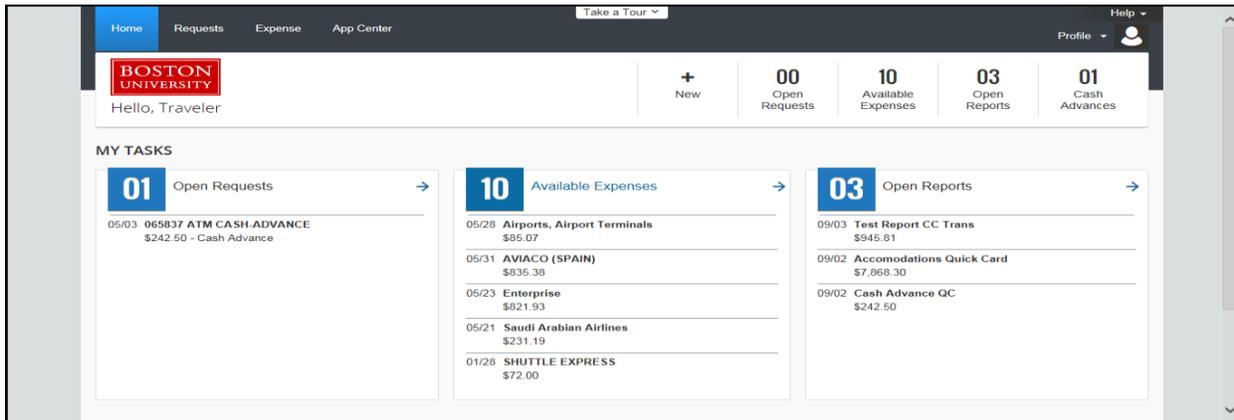
An **Expense Delegate** is created when there is a need for someone else to submit a Travel and Expense report on your behalf.



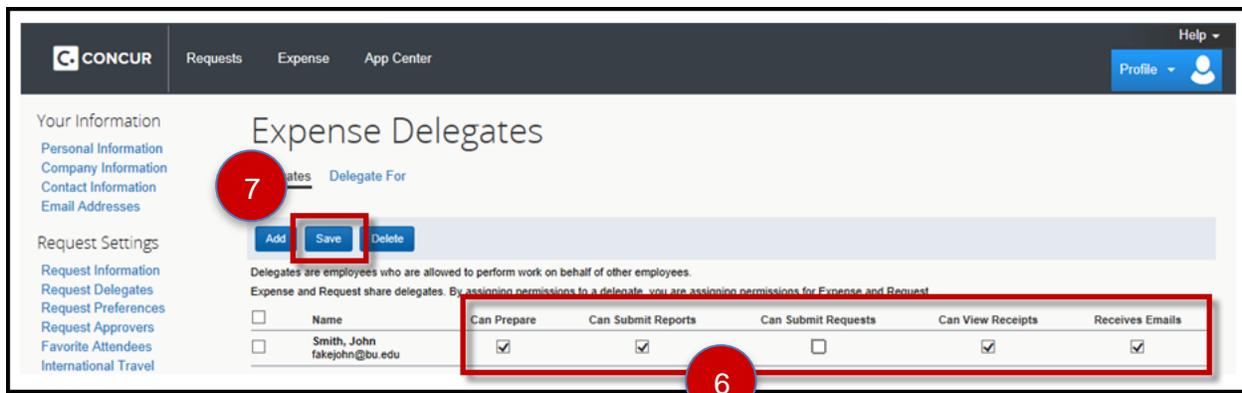
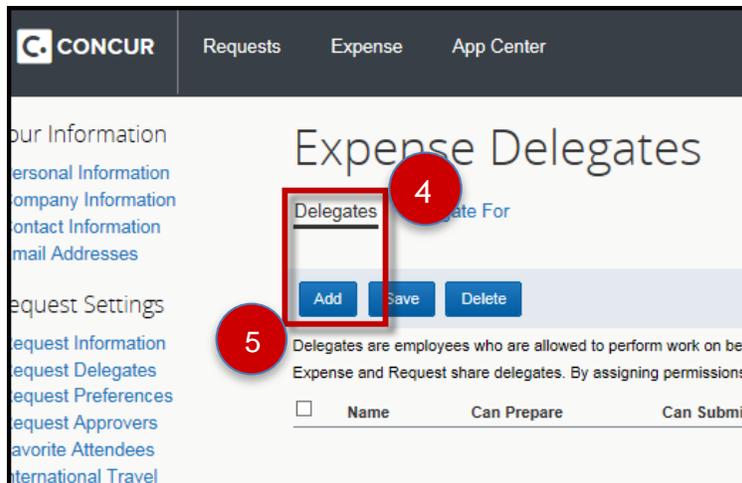
To access **Concur** go to [BUworks Central Portal Web-Site Page](#) and follow the menu path below:

**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**



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



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

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