## HOW TO MANAGE YOUR DELEGATIONS

Employees will not be able to self-assign themselves as a delegate but they can remove themselves as a delegate for others. Delegations are managed in two areas:

- Expense Delegate
- Travel Assistant

### MANAGE EXPENSE DELEGATIONS

1. Navigate to your profile settings



## 2. Select Expense Delegates



3. Select Delegate For

Expense Delegates										
Delegates	Delegates Delegate For									
Add	Save	Delete	]							
Delegates ar	e employees	who are allowed	to perform work	k on behalf of o	ther employees.					
Expense and	Request sha	are delegates. By	/ assigning perm	hissions to a de	legate, you are assig	ning permissions for Exp	ense and Request.			
Can NameCan View PrepareReceives ReceiptsCan EmailsCan Approve ApproveCan Approve TemporaryCan Preview For ApproveReceives Approval Emails										
No records found.										

4. Check the box of the delegation you want to delete and select Delete

E>	Expense Delegates									
Del	Delegate For Delete									
This employee may act as a delegate for the listed employees. Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.										
This Expe	employee may act as a delega nse and Request share delega	ite for the lis ates. By ass	sted employee	es. sions to a del	egate, you a	re assigning permission	s for Expense an	d Request.		
This Expe	employee may act as a delega nse and Request share delega Name	te for the lis ates. By ass Can Prepare	igning permis Can View Receipts	es. sions to a del Receives Emails	egate, you a Can Approve	re assigning permission Can Approve Temporary	s for Expense an Can Preview For Approver	d Request. Receives Approval Emails		

### MANAGE TRAVEL ASSISTANT DELEGATIONS

1. Navigate to the Travel Module and Select Arrangers

SAP Co	oncur C	Requests	Travel	Expense		
Travel	Arrangers	Trip Library	Templates	Tools		

# 2. Select "I'm Assisting"

SAP Co	oncur 🖸	Requests	Travel	Exp	ense	Appro	vals	Repor	ting <del>-</del>	Арр
Travel	Arrangers	Trip Library	Templat	es	Tools	Meeti	ng Admir	ı		
Travel Arranger View										
+					Upcoming <sup>-</sup>	Travelers	Company	y Notes	I'm Assistin	g

3. Select the trash can icon on the line with the person that you need to remove yourself as a Travel Assistant

Upcoming Travelers	Company Notes I'm	Assisting		
Forcey, Keila N.	Work: 940-369-5651	Mobile: 940-735-2999	Can book travel?	
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