

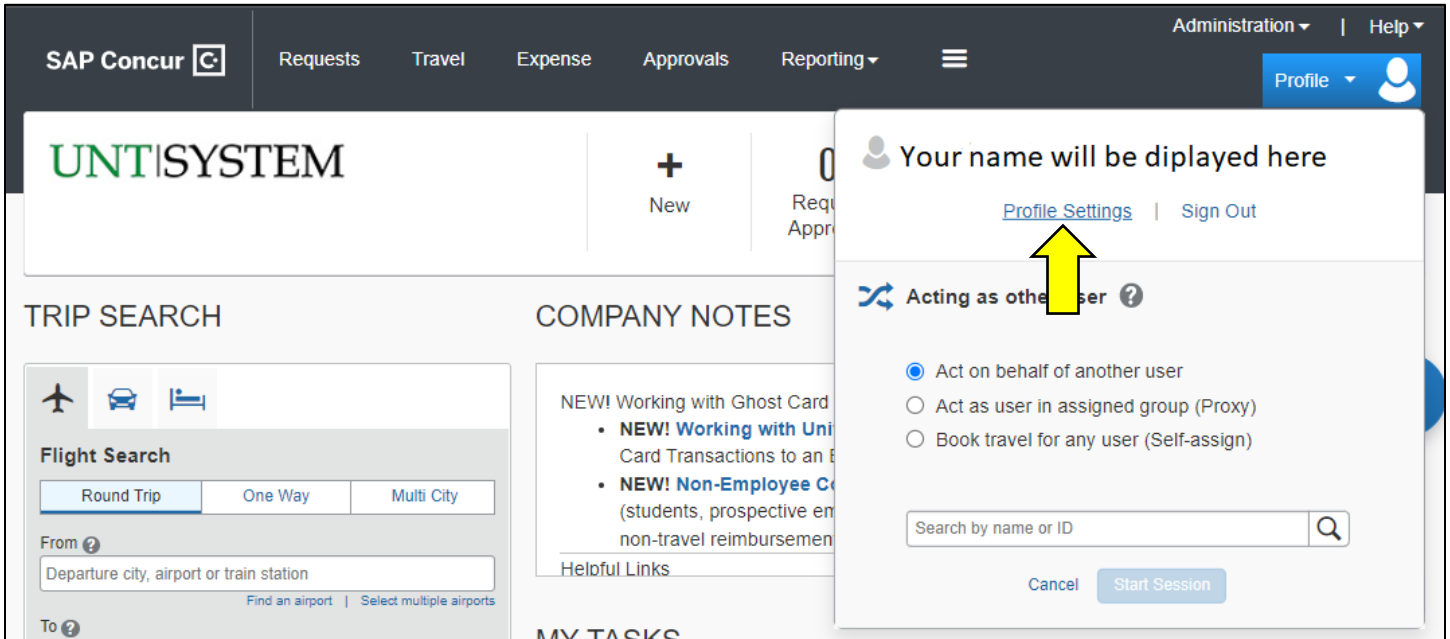
HOW TO MANAGE YOUR DELEGATIONS

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:

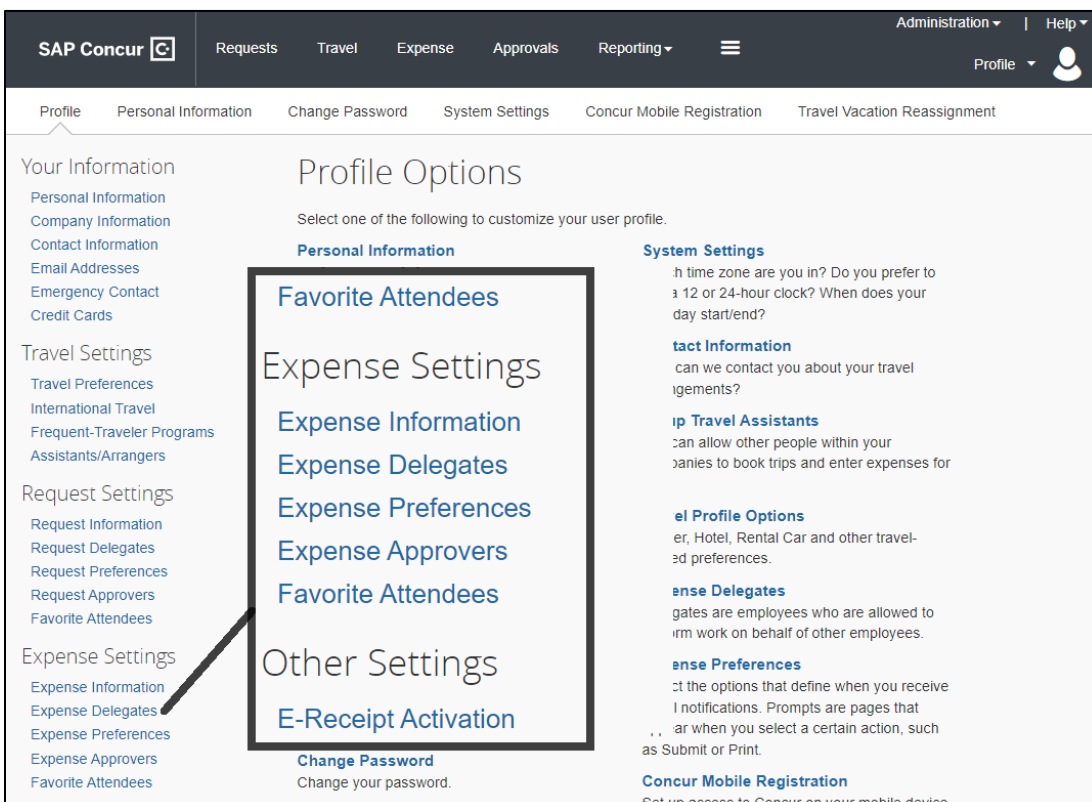
- Expense Delegate
- Travel Assistant

MANAGE EXPENSE DELEGATIONS

1. Navigate to your profile settings




2. Select Expense Delegates



3. Select Delegate For

Expense Delegates

Delegates **Delegate For**

Add **Save** **Delete** 


Delegates are employees who are allowed to perform work on behalf of other employees.
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
No records found.								


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


Expense Delegates

Delegates **Delegate For**

Delete 

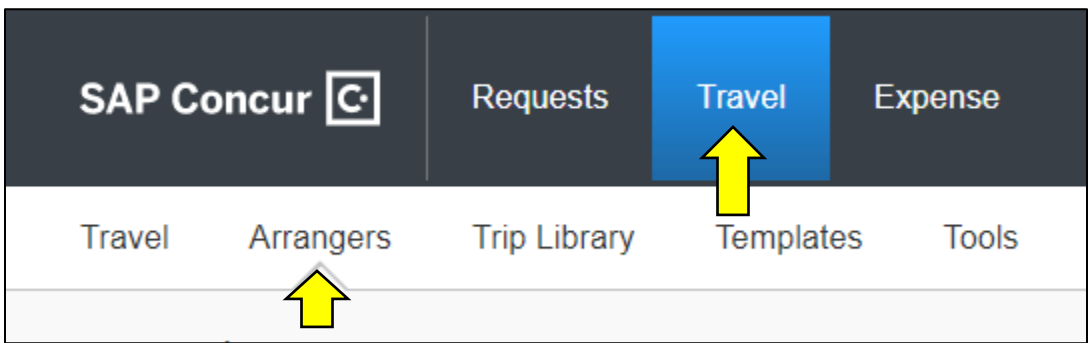
This employee may act as a delegate for the listed employees.
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.


<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input checked="" type="checkbox"/>	Forcey, Keila Nicole.Vest@untsystem.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>  <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>



MANAGE TRAVEL ASSISTANT DELEGATIONS



1. Navigate to the Travel Module and Select Arrangers



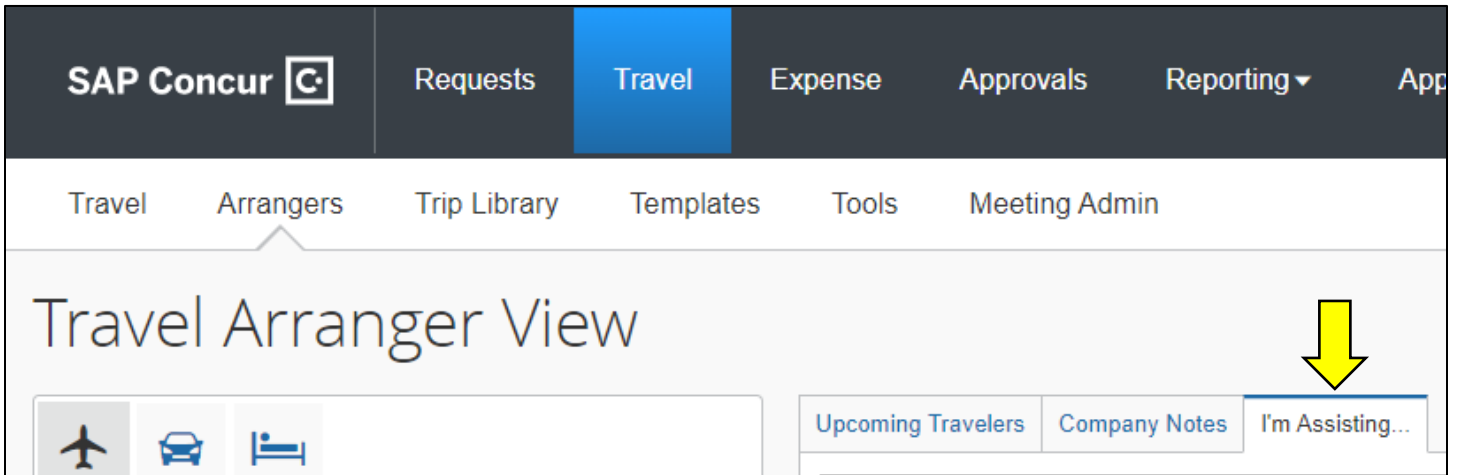
SAP Concur 

Requests **Travel** Expense

Travel Arrangers Trip Library **Templates** Tools



2. Select "I'm Assisting"



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

