

Delegates

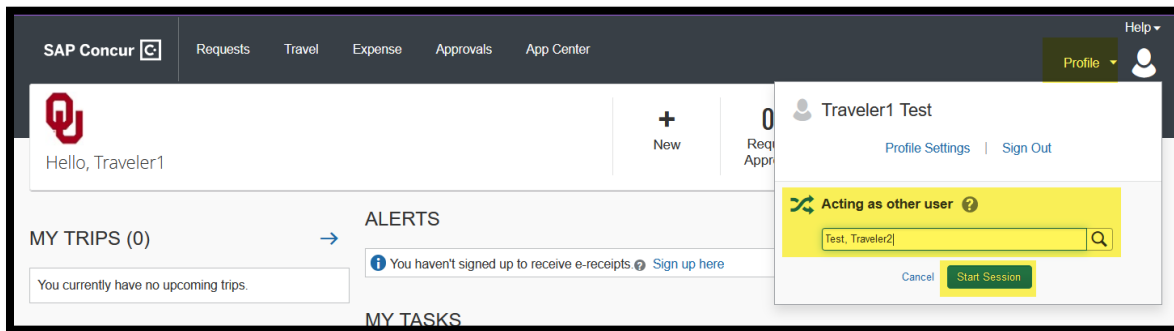
Delegates are employees who are allowed to perform Concur tasks on behalf of other employees. **Delegates** can assist with booking travel, creating requests, preparing expense reports or approving, depending on what access they are given. This guide will provide instructions on how to act on behalf of another user as a **Delegate**.

Accessing Concur

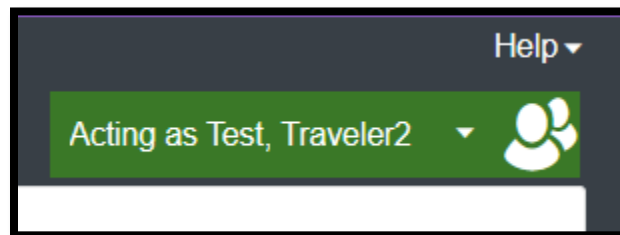
1. Go to **Travel.ou.edu** and login with your 4x4 or username.

Acting as other user

2. By default, once logged into Concur you will be in your own profile. To act as a **Delegate**, click on **Profile** and under the **Acting as other user section**, type in the **name** of the individual that you are a **Delegate** for. Once the appropriate individual appears, click **Start Session**.



3. The **Profile** icon will show that you are **Acting As** another individual.



4. You now have access to all functions that the individual has granted you access to as a **Delegate**. Please note that if you have been delegated approval authority, you now have access to approve on all accounts and/or for all individuals that the original approver does.
5. When your **Delegate** tasks are complete, click on the **Profile** icon and select **Done acting for others** to return to your own **Profile**.

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The screenshot displays a user interface for managing delegates. At the top, a green header bar shows the current user: "Acting as Test, Traveler2" with a dropdown arrow and a profile icon. Below this, a white panel contains the text "Currently acting as Test, Traveler2" next to a profile icon. Two links are visible: "Profile Settings" (highlighted with a dashed blue border) and "Sign Out". A second section, titled "Acting as other user" with a blue double-headed arrow icon and a help icon, contains a search input field labeled "Search by name or ID" with a magnifying glass icon. Below the search field are "Cancel" and "Start Session" buttons. At the bottom of the panel, a yellow box highlights a green button labeled "Done acting for others".