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.
Delegates

Currently acting as Test, Traveler2

Profile Settings  |  Sign Out

Acting as other user

Search by name or ID

Cancel  Start Session

Done acting for others