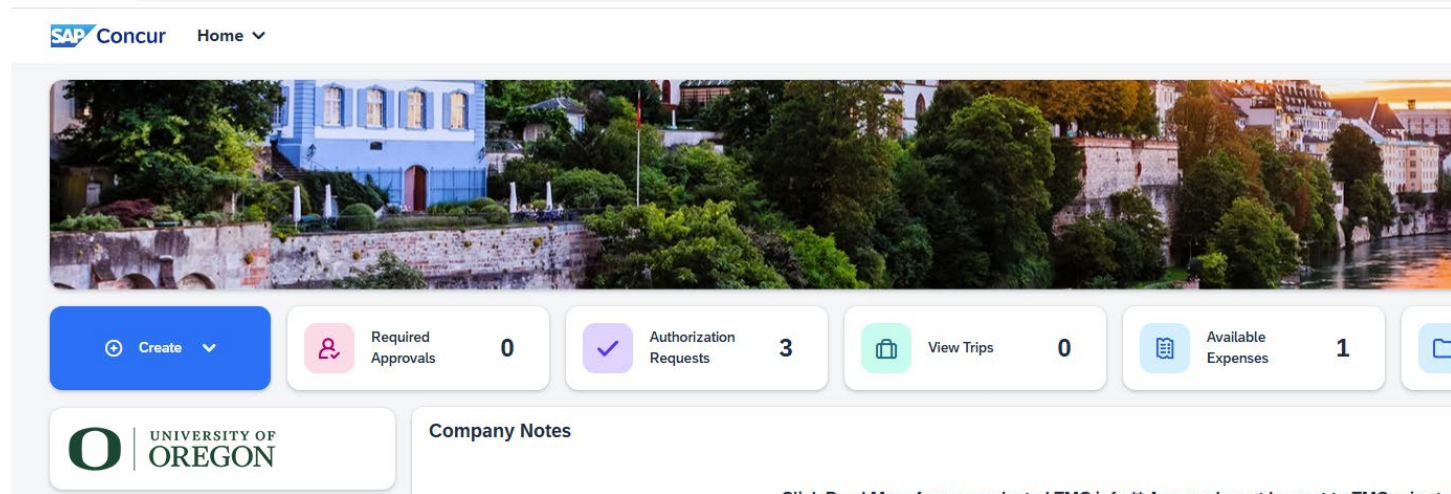
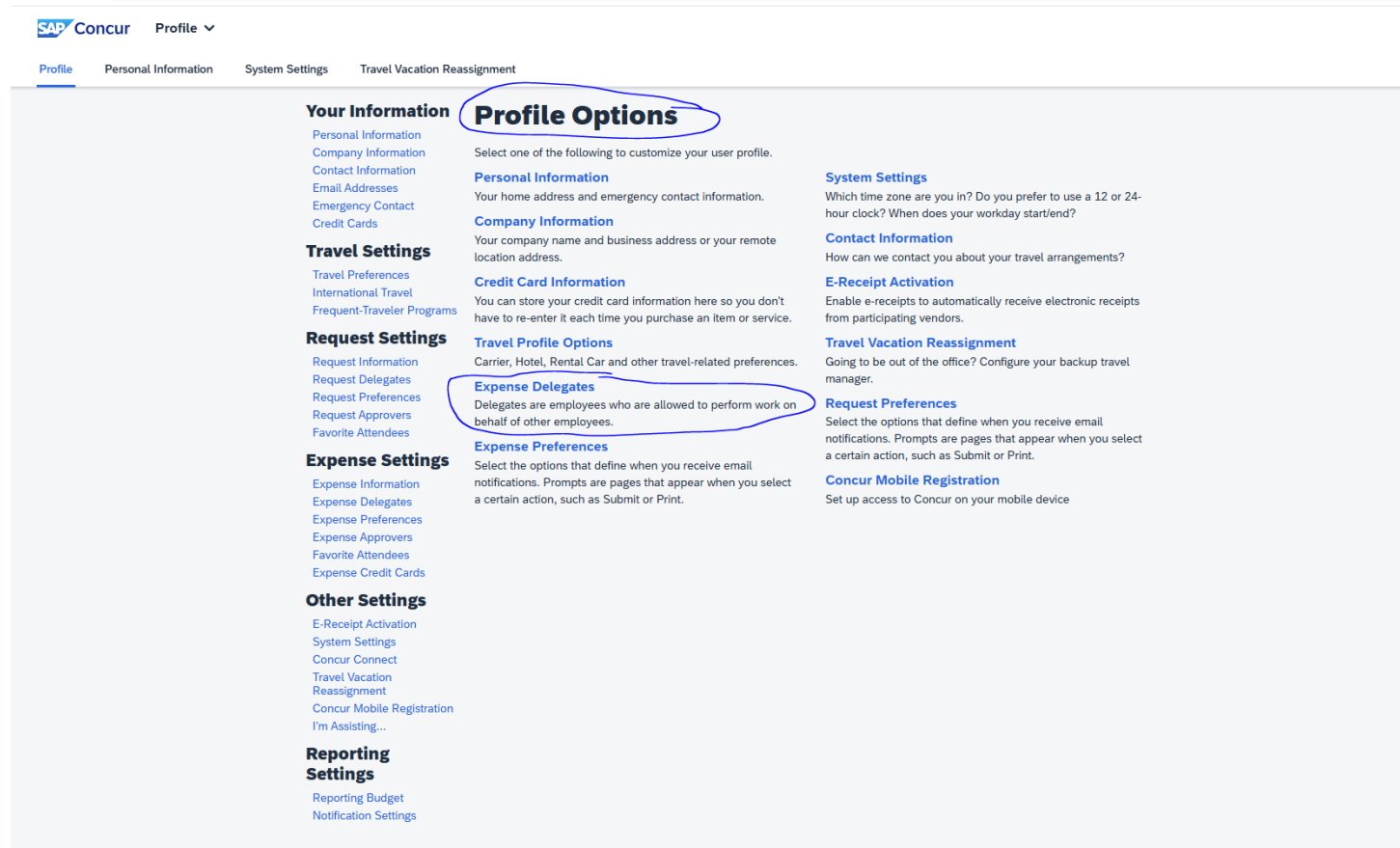


To set up a delegate and provide them with permission to approve Request and Expense Reports on your behalf, follow the instructions below:

1. Log into Concur at Concur.uoregon.edu with Duck ID and Password
2. Click on the person icon in the upper right corner and then select Profile Settings



3. Under Profile Options select Expense Delegates



- To add a delegate click on blue Add button and begin to type in your intended delegate's name, select them from the displayed results by clicking on the persons name.

**Your Information**  
Personal Information  
Company Information  
Contact Information  
Email Addresses  
Emergency Contact  
Credit Cards

**Travel Settings**  
Travel Preferences  
International Travel  
Frequent-Traveler Programs

**Request Settings**  
Request Information  
Request Delegates  
Request Preferences  
Request Approvers  
Favorite Attendees

**Expense Settings**  
Expense Information  
Expense Delegates  
Expense Preferences  
Expense Approvers  
Favorite Attendees  
Expense Credit Cards

**Other Settings**  
E-Receipt Activation

## Expense Delegates

Delegates    Delegate For

**Add**    **Save**    **Delete**

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address or login id.

Sally Brewer    **Add**    Cancel

Ex: Sally Brewer  
brewer1@uoregon.edu  
Logon ID: brewer1@uoregon.edu  
User Group: UO

Sally Claridge  
sclaridg@uoregon.edu  
Logon ID: sclaridg@uoregon.edu  
User Group: UO

Sally Clark  
sclark12@uoregon.edu  
Logon ID: sclark12@uoregon.edu  
User Group: Student Orientation Programs

sallyf@uoregon.edu - Sally Frisella  
sallyf@uoregon.edu  
Logon ID: sallyf@uoregon.edu  
User Group: Business Affairs

Sally Guyer  
sguyer@uoregon.edu

to a delegate, you are assigning permissions for Expense and Request.

View eipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [Calendar]	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [Calendar]	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> [Calendar]	<input type="checkbox"/>	<input type="checkbox"/>

- Make sure to click on the check box to allow the assigned delegate to approve on your behalf. You can either assign them to “Can Approve” which will allow them to approve on your behalf at any time OR you can select “Can Approve Temporary” and assign the date range applicable to your dates away from the office. Make sure to also check the “Receives Approval Emails” box so your approval delegate will receive notices when there is a Request or Expense Report that requires approval.
- Click blue Save button

# 1 Expense Delegates

Delegates Delegate For

Add Save Delete

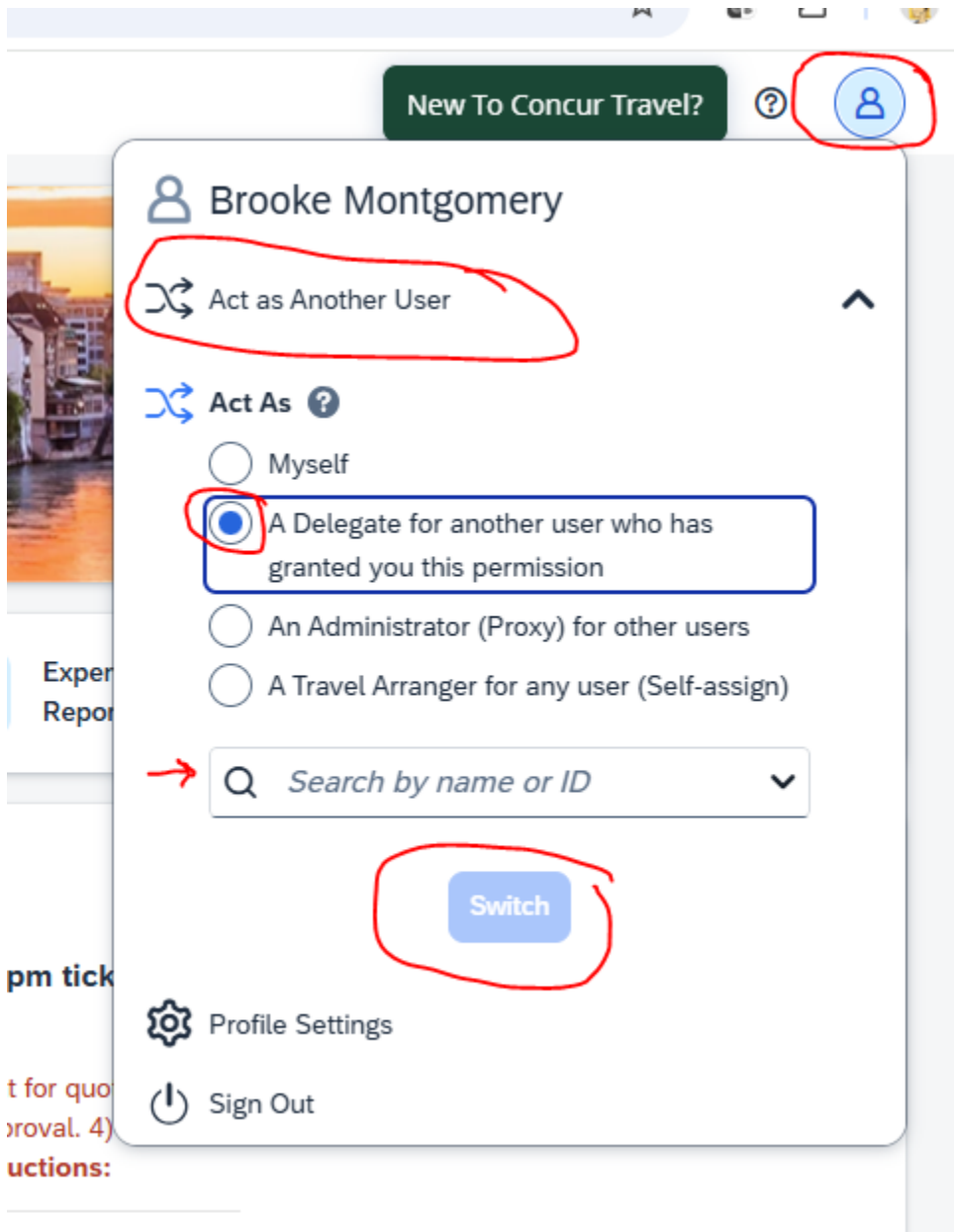
Delegates are employees who are allowed to perform work on behalf of other employees.

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 Book Travel	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview Approver
<input type="checkbox"/>	Frisella, Sally sallyf@uoregon.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 12/20/2024 01/06/2025	<input type="checkbox"/>
<input type="checkbox"/>	Mack, Kollette kollette@uoregon.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Nelson, Clarence cnelson@uoregon.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Strait, Brian bstrait@uoregon.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>

Delegate Approvers-To approve a Request or Expense Report on behalf of your department's default approver:

1. Log into Concur at Concur.uoregon.edu with Duck ID and Password
2. Click on person icon in upper right corner and select Act as Another User
3. Select option A Delegate to another user who has granted you this permission
4. Type in the name or email address of the person you are acting as a delegate for
5. Select them from the search results by clicking on their name
6. Click switch button



7. You will be in their profile now and can see in the upper right corner that you Acting as (name of person)
8. Go to the Home menu in upper left and select Approvals
9. Select the tab associated with either Request or Expense Reports to view items awaiting approval
10. Select the Request or Expense report, review and click Approve button
11. The audit trail will record that an approval delegate approved the Request or Expense Report

Approvals ▾

Requests

Reports

# Approvals

00 Requests	00 Expense Reports	00 Statement Reports
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## Expense Reports

Report Name	Employee	Report Date