

# ACTING AS A DELEGATE

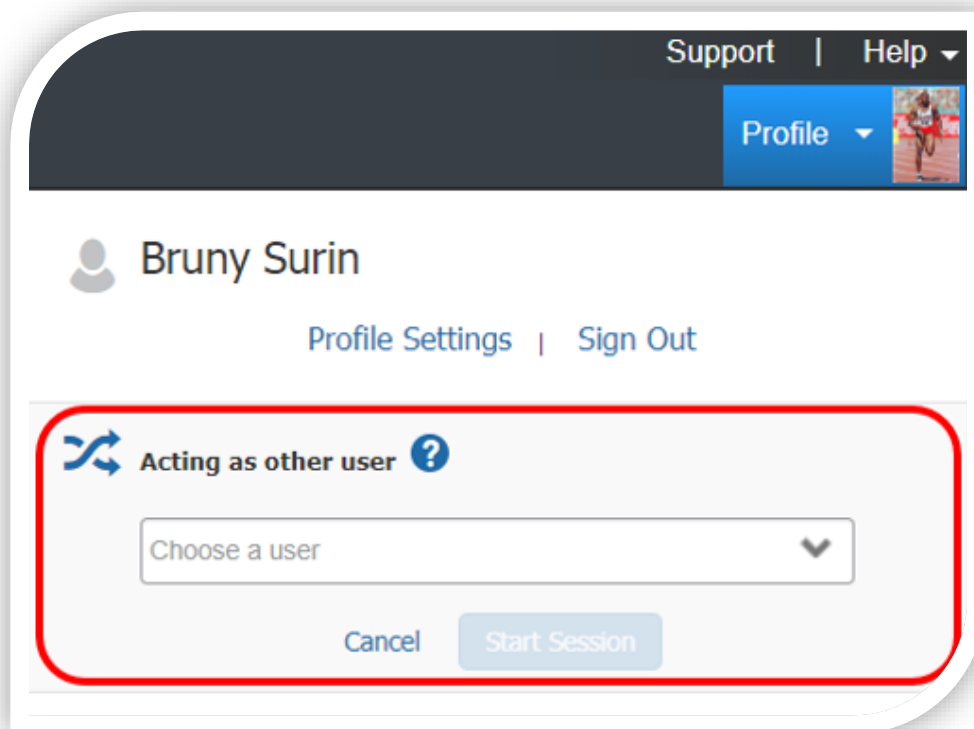
## Concur expense management system

When acting as someone's delegate, depending on the tasks delegated to you, you can:

- Make changes to the delegator's profile
- Prepare cash advance requests
- Prepare expense report claims
- Attach receipts
- Receive email notifications about status changes for each claim
- Approve requests or expenses reports (if you are a delegate for an approver)

### ACTING FOR ANOTHER USER (the delegator)

1. Open a Concur session using **your own** User ID and password.
2. Select **Profile**.
3. Select the list under **Acting as other user** and choose the user you want to act as.
4. Select **Start Session**.



Once connected as another user, you will see “Acting As” written on a green background instead of your profile button. This confirms that you are connected as a delegate of this user.

## RETURN TO YOUR PROFILE

1. Select **Acting As**.
2. Select **Done acting for others**.



**Note:** For you to act as a delegate, the user must first grant you this permission in his or her Concur profile.