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.