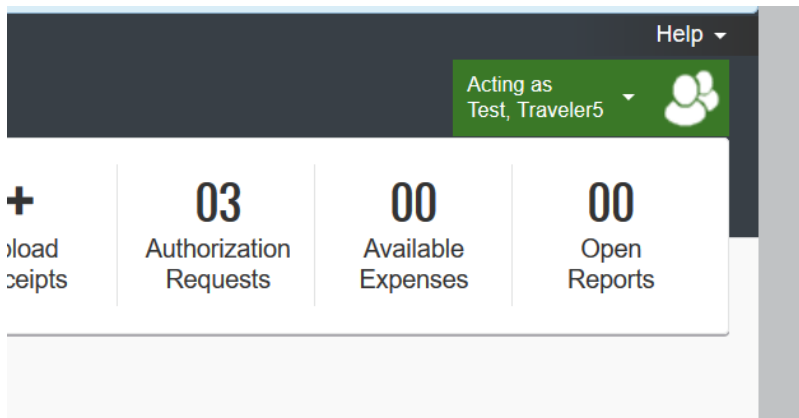


Delegates – Set Alternate Approval Flow

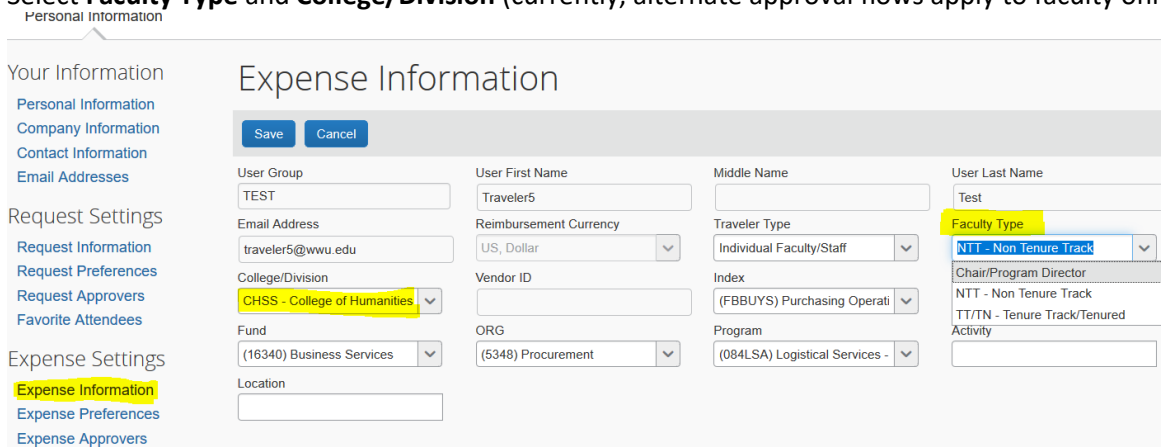
Some colleges (currently CHSS & CSE) follow an [alternate Approval Flow](#). Check with your college whether an alternate approval queue needs to be selected.

To Act as a Delegate: Login to [Concur](#)

1. In the drop-down upper-right of your dashboard, click **Profile**
2. Select **Act of behalf of another user**
3. Begin typing the name below to search and select from the list
4. Click **Start Session**



5. Click **Profile**, then **Profile Settings** for the traveler
6. On the left, click **Expense Information**
7. Select **Faculty Type** and **College/Division** (currently, alternate approval flows apply to faculty only):



The screenshot shows the 'Expense Information' form in SAP Concur. The form is divided into two main sections: 'Your Information' and 'Expense Information'. The 'Expense Information' section contains several fields and dropdown menus. The 'Faculty Type' dropdown is highlighted in yellow, and the 'College/Division' dropdown is also highlighted in yellow. The 'User Last Name' field is also highlighted in yellow. The form includes 'Save' and 'Cancel' buttons at the top left.

8. Remember to **click Save**
9. Repeat steps for each traveler you delegate for.



Travel Services

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