



Delegates – Set Alternate Approval Flow

Travel Services

Some colleges (currently CHSS & CSE) follow an <u>alternate Approval Flow</u>. 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):

Your Information	Expense Infor	mation		
Company Information Contact Information	Save Cancel			
Email Addresses	User Group	User First Name	Middle Name	User Last Name
	TEST	Traveler5		Test
Request Settings	Email Address	Reimbursement Currency	Traveler Type	Faculty Type
Request Information	traveler5@wwu.edu	US, Dollar 🗸	Individual Faculty/Staff	NTT - Non Tenure Track 🗸
Request Preferences	College/Division	Vendor ID	Index	Chair/Program Director
Request Approvers	CHSS - College of Humanities		(FBBUYS) Purchasing Operati	NTT - Non Tenure Track
Favorite Attendees	Fund	ORG	Program	TT/TN - Tenure Track/Tenured Activity
Expense Settings	(16340) Business Services 🗸 🗸	(5348) Procurement	(084LSA) Logistical Services -	
Expense Information	Location			
Expense Preferences				
Expense Approvers				

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

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