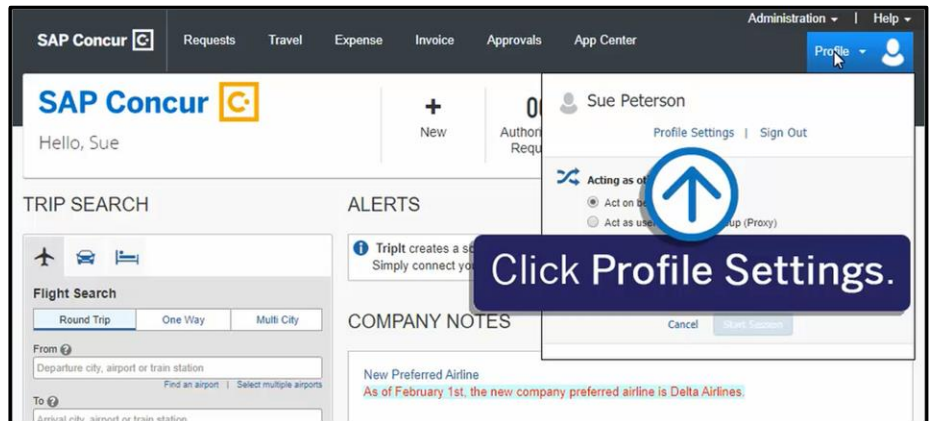


# Assigning a Delegate

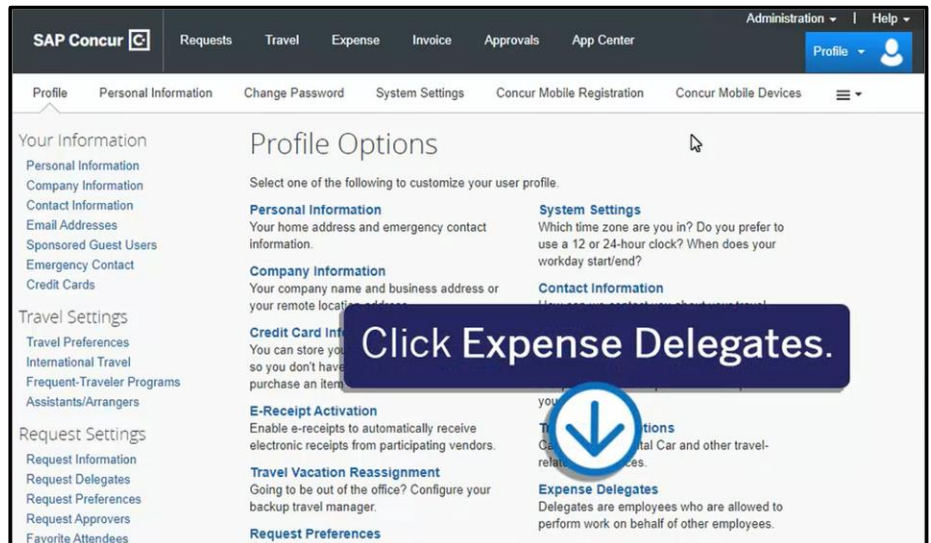
A delegate is a user who is granted permission to act on behalf of another user to perform tasks such as creating, submitting, and approving expense reports.

1. To assign a delegate to your user profile, click **Profile**, and then click **Profile Settings**.



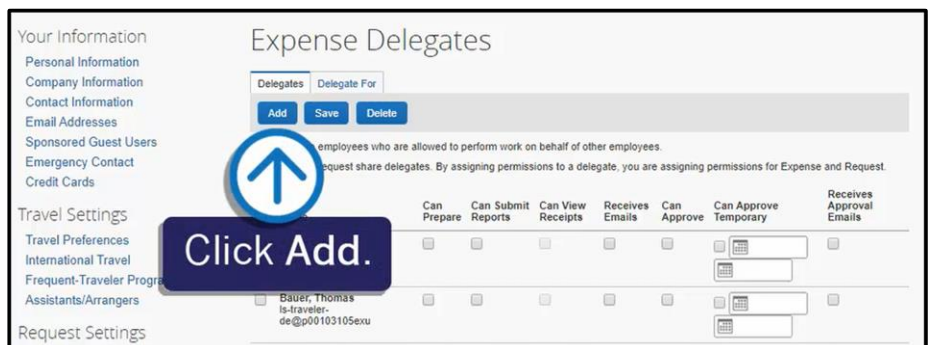
For this example, you will see how to assign an Expense delegate.

2. Click **Expense Delegates**.

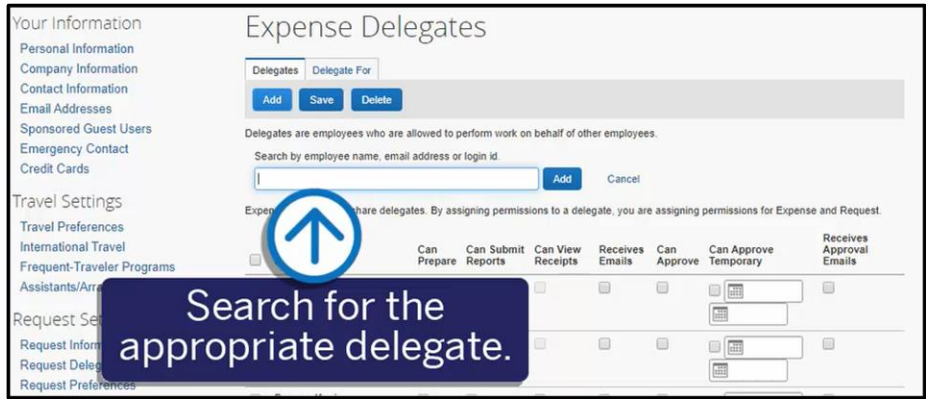


A delegate will need the same level or higher permission to act on your behalf.

3. To assign a new delegate, from the **Delegates** tab, click **Add**.

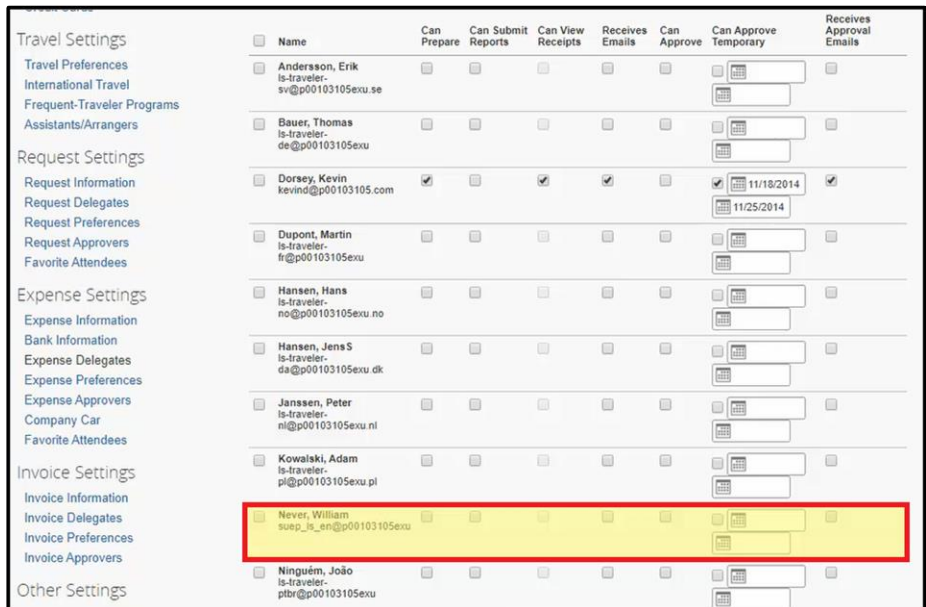


4. Search for and select a delegate by employee name, email address, or login id.

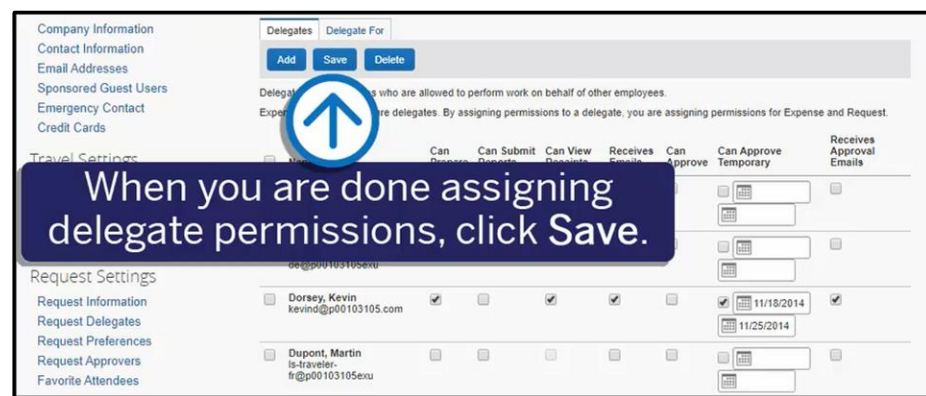


5. Assign permissions to the new delegate, using the appropriate check box(es).

**Note:** To allow a delegate to email receipts into a user's Available Receipts library, you must select the **Can View Receipts** check box.

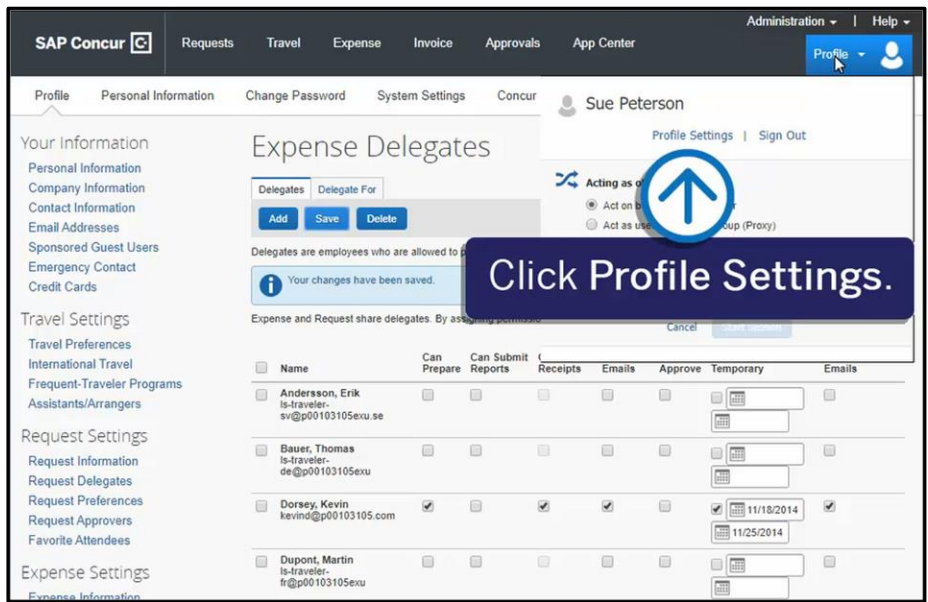


6. When you are done assigning delegate permissions, click **Save**.



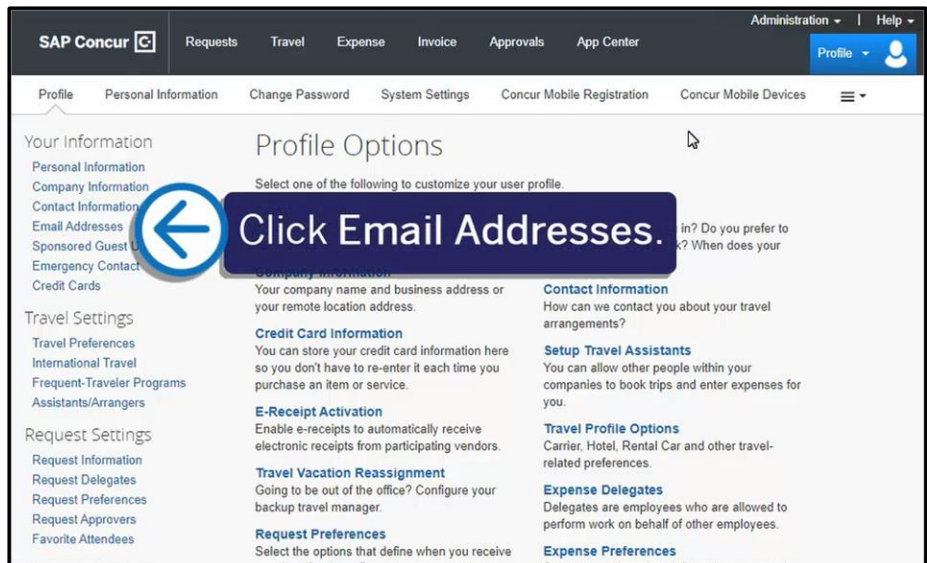
To allow a delegate to email receipts into a user's Available Receipts library, both the delegate and the user must verify their email addresses in their respective Profile Settings and email accounts.

7. To verify an email address, click **Profile**, and then click **Profile Settings**.



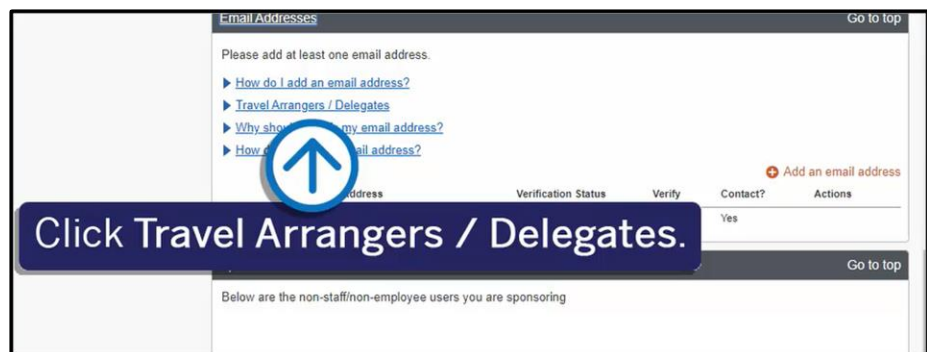
The delegate must first verify their email address, and then the user or assigned delegate (acting on behalf of the user), will add and verify their email address to enable receipt submission via email to [receipts@concur.com](mailto:receipts@concur.com).

8. Click **Email Addresses**.



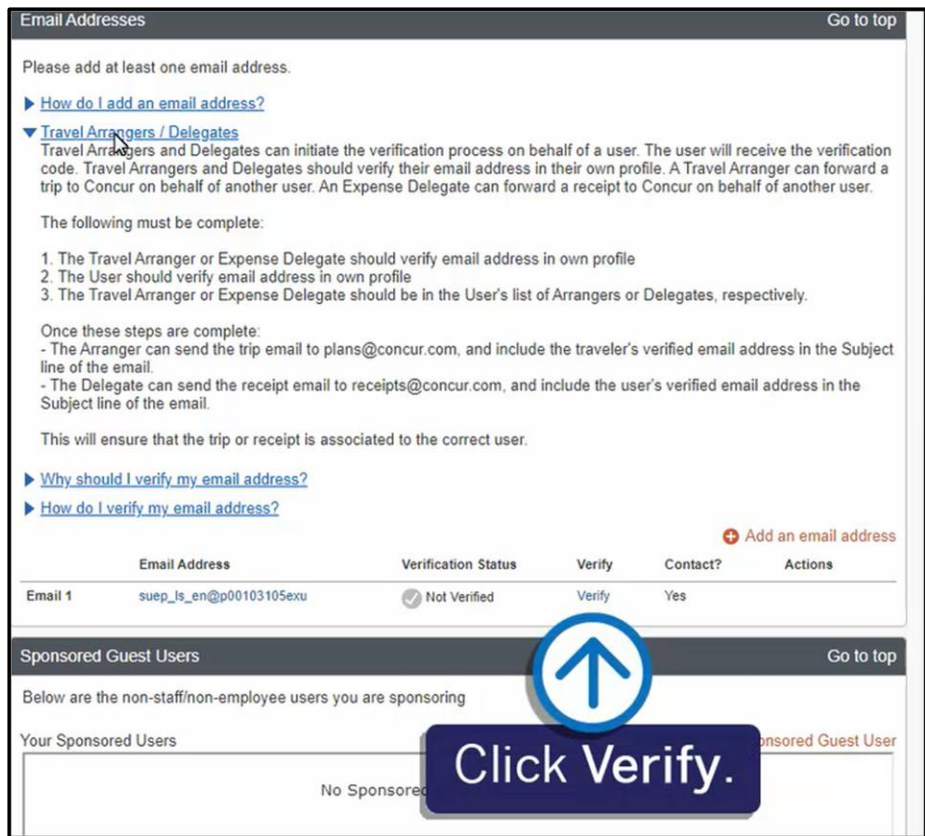
In the **Email Addresses** section, you can view additional information about how to add email addresses for travel arrangers and delegates.

9. Click **Travel Arrangers/Delegates**.



For a delegate to email receipts on your behalf, you or your delegate will need to verify your email address, as well as their own email address.

10. Click **Verify**.



**Email Addresses** Go to top

Please add at least one email address.

[How do I add an email address?](#)

**Travel Arrangers / Delegates**

Travel Arrangers and Delegates can initiate the verification process on behalf of a user. The user will receive the verification code. Travel Arrangers and Delegates should verify their email address in their own profile. A Travel Arranger can forward a trip to Concur on behalf of another user. An Expense Delegate can forward a receipt to Concur on behalf of another user.

The following must be complete:

1. The Travel Arranger or Expense Delegate should verify email address in own profile
2. The User should verify email address in own profile
3. The Travel Arranger or Expense Delegate should be in the User's list of Arrangers or Delegates, respectively.

Once these steps are complete:

- The Arranger can send the trip email to plans@concur.com, and include the traveler's verified email address in the Subject line of the email.
- The Delegate can send the receipt email to receipts@concur.com, and include the user's verified email address in the Subject line of the email.

This will ensure that the trip or receipt is associated to the correct user.

[Why should I verify my email address?](#)

[How do I verify my email address?](#)

[+ Add an email address](#)

Email Address	Verification Status	Verify	Contact?	Actions
Email 1	suep_ls_en@p00103105exu	Not Verified	Verify	Yes

**Sponsored Guest Users** Go to top

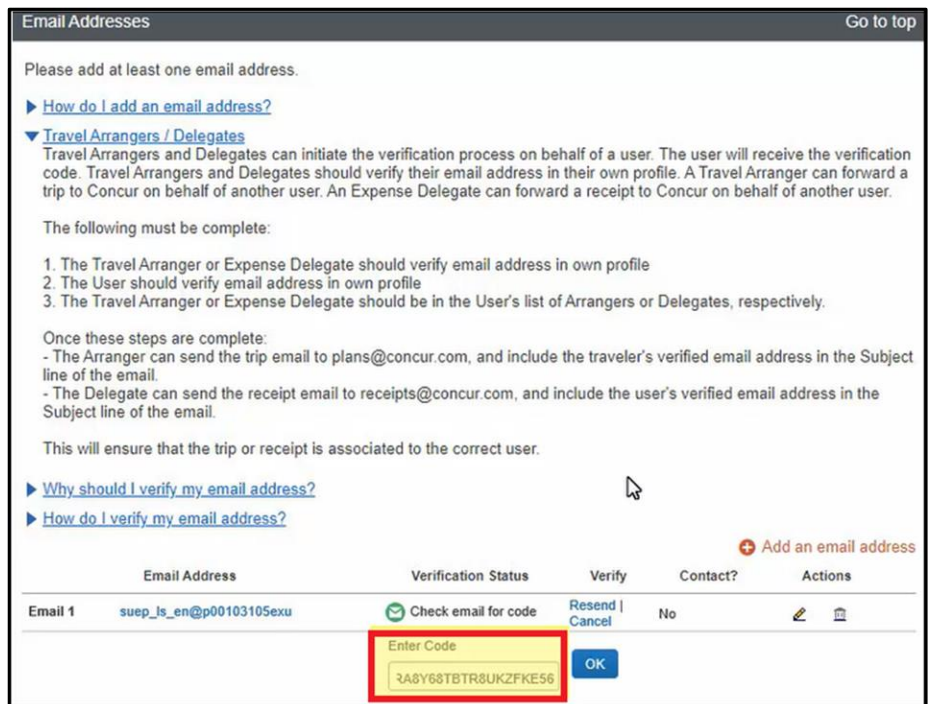
Below are the non-staff/non-employee users you are sponsoring

Your Sponsored Users

No Sponsored Guest User

11. For verification purposes, type the code (sent by SAP Concur) in the **Enter Code** field, and then click OK.

Note that you can copy and paste the code in the **Enter Code** field.



**Email Addresses** Go to top

Please add at least one email address.

[How do I add an email address?](#)

**Travel Arrangers / Delegates**

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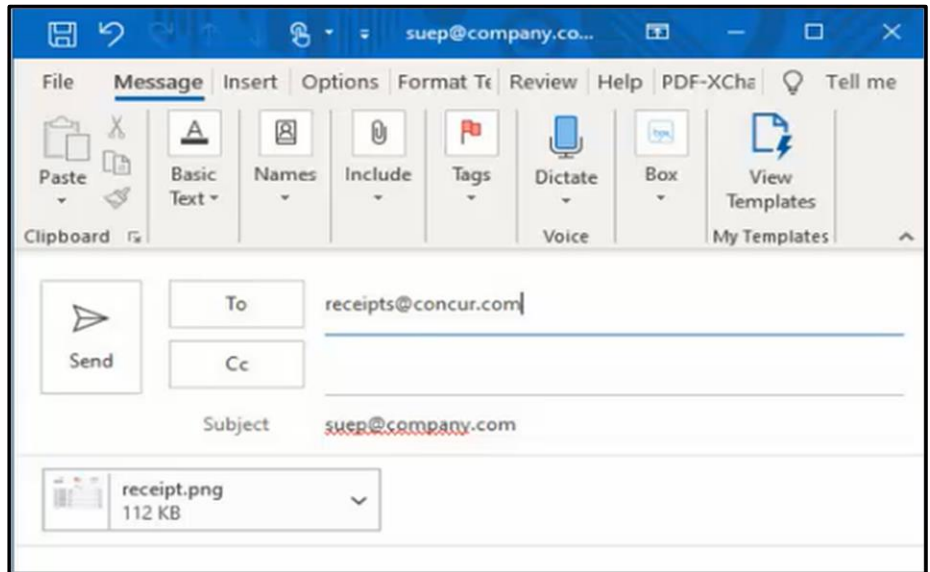
Email Address	Verification Status	Verify	Contact?	Actions
Email 1	suep_ls_en@p00103105exu	Check email for code	Resend   Cancel	No

Enter Code  
 2ASYG68TBR8UKZFKE56

OK

Once both email addresses are verified, you can send receipt images for reporting from your laptop or from a mobile device to [receipts@concur.com](mailto:receipts@concur.com). If you have the Expenselt add-on product, send your receipt images to [receipts@expenseit.com](mailto:receipts@expenseit.com).

When sending receipts on behalf of another user, enter *only* their email address in the **Subject:** line and attach the appropriate receipt(s)



Delegate emailed images will display in the **Available Receipts** library of your profile, just as if you had done it yourself.

For information about working as an assigned delegate, view the *Acting as a Delegate* training video.

