How delegates can create a report on behalf of another colleague

In Concur, delegates can create an expense report on behalf of another colleague, however delegates *cannot submit* the expense report. The traveler/payee, also known as the report owner, must submit the expense report.

In order for individuals to act as a delegate, they must first be granted permission as a delegate. See Profile Guide on the Getting Started with Concur section of the Concur webpage for instructions regarding setting up delegates. https://finance.tcu.edu/contracts-procurement-travel/travel-expense/get-started-concur.php

Once a delegate is granted permission, to create an expense report on behalf of another colleague, in Concur, the delegate must proxy in as the colleague. *Delegates DO NO create the expense report under their own profile in Concur.*

To proxy in as a colleague:

1. Login to Concur and click the **Profile** dropdown from the upper right corner. Select **Act on behalf of another user** and search by name for the colleague. Only those individuals that have given you Delegate access will appear. Select the appropriate name.
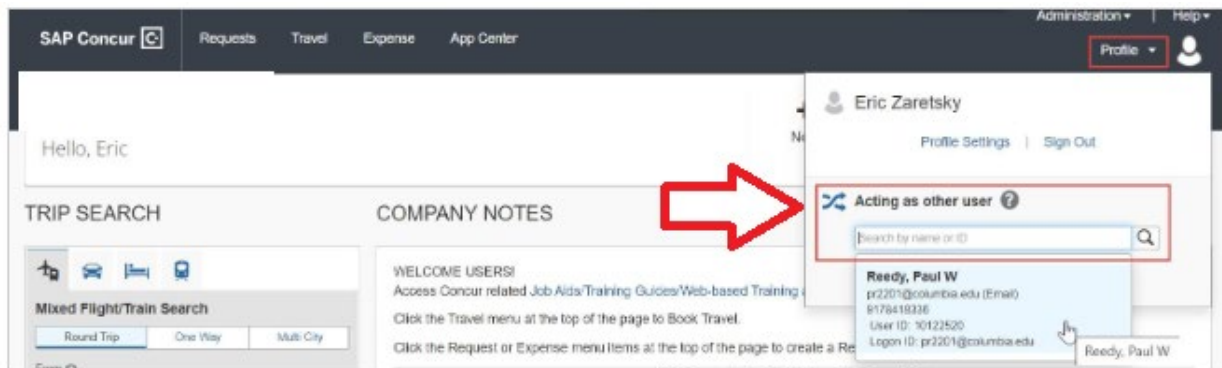
2. Click Start Session. Your Concur screen will indicate that you are now working on behalf of your colleague.