- Enable E-Receipts in Concur
- Concur Mobile App activation
- Acting as a Delegate-on behalf of another user in Concur
- How to Assign Someone as Your Delegate

If you assign someone with delegate status in your Concur profile they can work as your travel arranger or assistant

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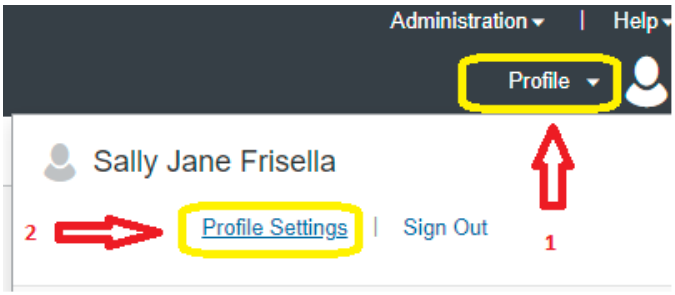
Steps to Complete

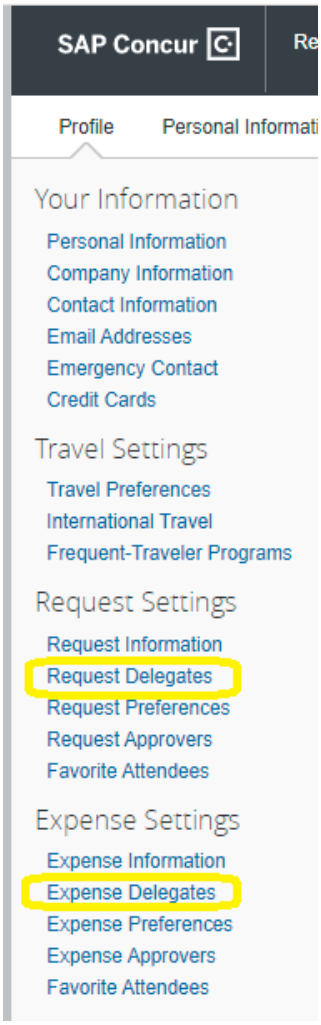
1.) Go to the Profile Setting in Concur

Log in to Concur, click on the "Profile" button located on the top right side of your screen. Then click on "Profile Settings."



2.) Select either Request Delegate or Expense Delegate

By selecting either the "Request Delegates" or "Expense Delegates" button, located along the left side of your screen, you will be able to add a delegate. Either button leads you to this setting.

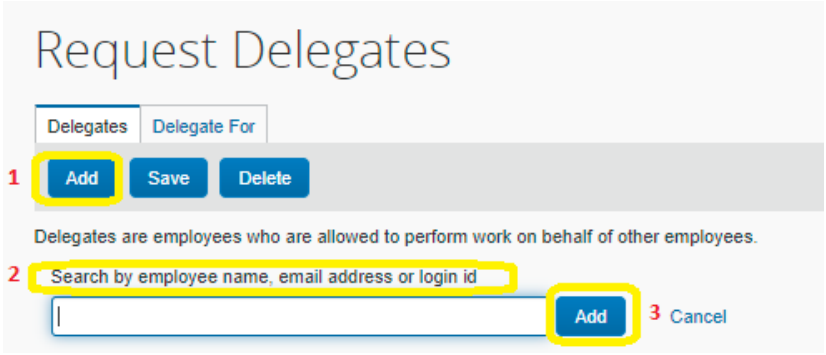


3.) To add the name of your delegate:

1. Click on the "Add" button located above the Search box

2. Enter the name or uoregon.edu email of the person in the Search box

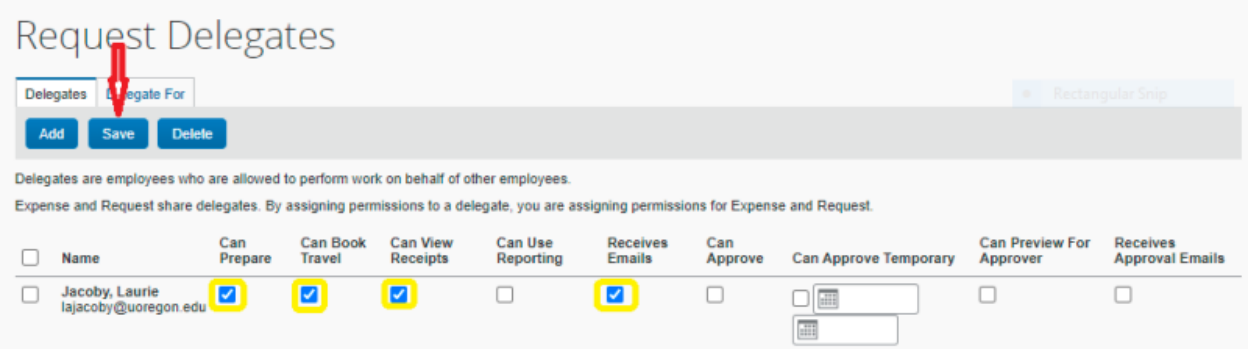
3. Click the "Add" button located below the search box



4.) Assign permissons to your delegate

Click on the boxes for: "Can prepare", "Can Book Travel", "Can View Receipts", "Receives Emails"

Then click "Save"



View Full SBS Procedure (/procedure/5376)

Request

- Create a Request
- Copy a Concur Request
- Provide Business Purpose for travel
- Zero Dollar Requests- the purpose and how to submit them
- Travel Agency (TMC) Booking – Notify the TMC of a Request Approval to Ticket
- Air Price Increase Before Ticketing - How to Amend Request for approval

Travel

- Booking Travel (Booking Tool) from an Approved Request
- Booking Tool Search Filters
- Booking Guest Travel in Concur using the Online Booking Tool
- Fly American Compliant International Air Itinerary
- Booking Amtrak Tickets in Concur
- Adding Hotel or Rental Car in Travel
- Trip Library - Confirm airfare purchase, Find your Receipt
- Canceling Your Travel in Concur
- Obtain Approval to Change Airline Ticket
- How to find and use Unused Tickets

Expense