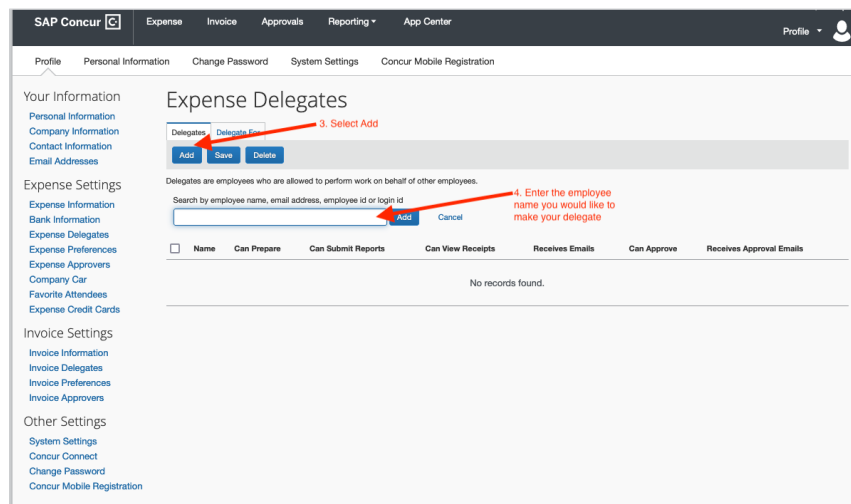
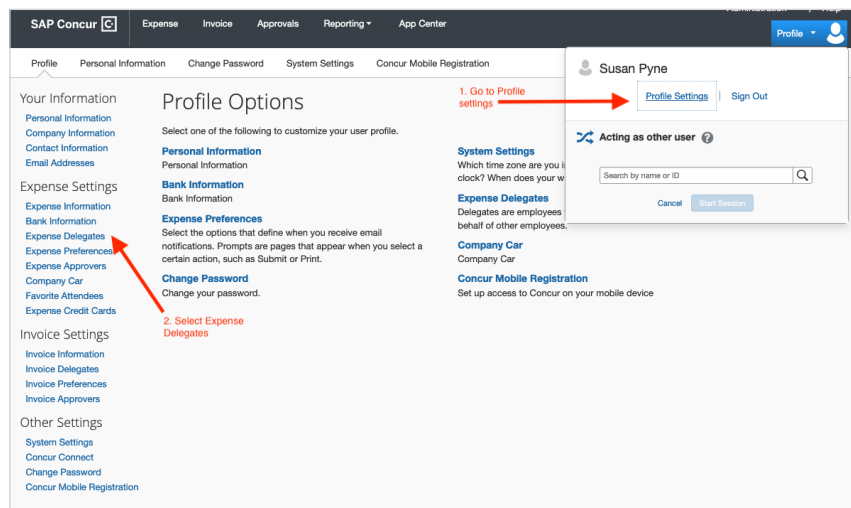




# ADD EXPENSE DELEGATE IN SAP CONCUR

## TO ADD A DELEGATE

1. Navigate to [www.concursolutions.com](http://www.concursolutions.com).
2. Enter your login credentials. The login credentials will be the same for both the website and the SAP Concur App.
3. From the home page, select Profile, Expense Settings.



4. On the Expense Delegates page, click Add. The search area appears.
5. Type at least the first three letters of the search criteria (employee’s name, email address, etc.).
6. When the desired employee appears, click the name.
7. Select the desired delegate options.

**Note:** Depending on your company’s configuration, some of these options may not be available to you. Check with your Concur administrator.

OPTION	DESCRIPTION
Can Prepare	If selected, the delegate can create expense reports and requests (if using Concur Request) on your behalf.
Can Submit Reports	If selected, the delegate can submit expense reports and cash advances on your behalf.  <b>NOTE:</b> If you do not allow the delegate to submit, you receive an email notification when the delegate has completed the expense report and it is ready for submission.
Can View Receipts	If selected, the delegate can view receipt images on your behalf.
Receives Emails	If selected, the delegate receives a copy of each Expense-related email that you receive, except for approval emails.
Can Approve	If selected, the delegate can approve expense reports, cash advances, and requests (if using Concur Request) on your behalf, without date constraints.
Receives Approval Emails	If selected, the delegate receives a copy of each Expense-approval-related email that you receive.  <b>NOTE:</b> The delegate cannot approve or reject the expense report via email.

8. Click Save.

Questions? Contact [finance@hlcommission.org](mailto:finance@hlcommission.org).