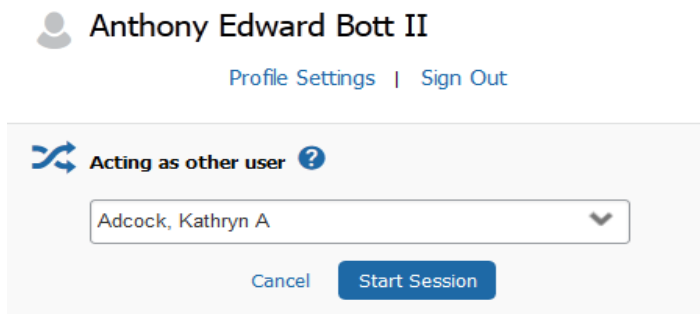


Acting as an Expense Delegate

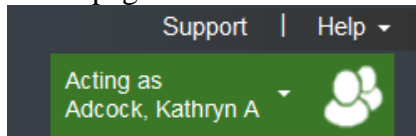
If you have been assigned to act as a delegate, your delegator (the person who designated you to report expenses on their behalf) has defined which reporting permissions you have, such as Can Prepare, Can Submit Reports, Can View Receipts, etc.

To work as a delegate:

1. Log into iBuy Expense Reporting and click **Profile** > **Acting as other user**.
2. Select the desired delegator's name, in this example Kathryn Adcock



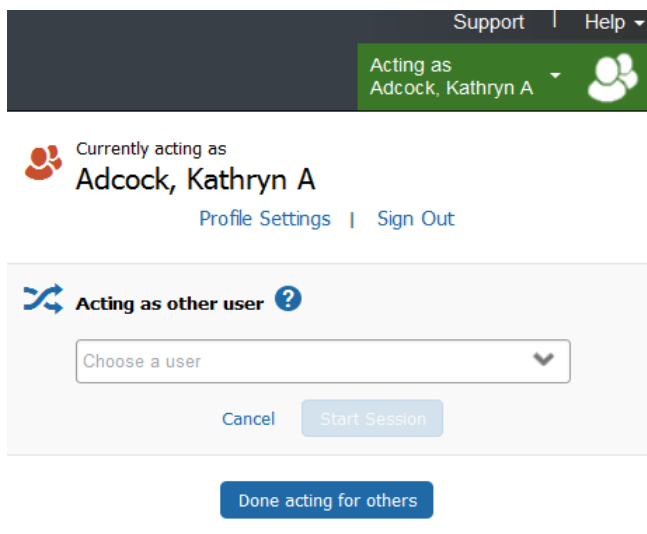
3. Click **Start Session**.
4. You are now officially working on behalf of that person. You'll see that their name now appears on the Concur home page.



5. Complete the normal processes of creating, submitting, or approving reports.

NOTE: For those who are **Delegate For** multiple users, the drop-down menu will show only your six most recent entries. To select a different name, clear the name field and enter the name you need.

To return to your own tasks, click **Acting as** and **Done acting for others**.



This returns you to your own Expense home page.