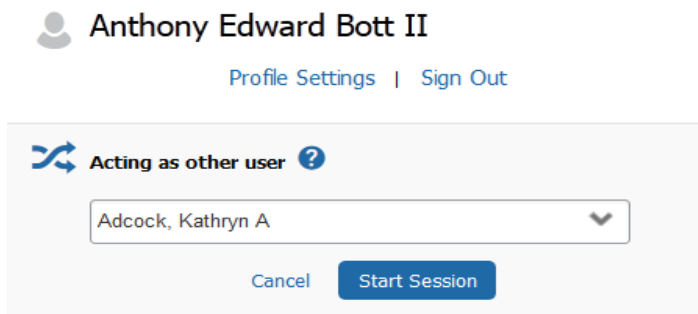


Acting as a Delegate

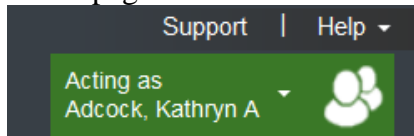
If you have been assigned to act as a delegate, your delegator (the person who has designated you to perform reporting on their behalf) will define which tasks you can complete, such as preparing reports, submitting reports, etc.

To work as a delegate:

1. Click **Profile > Acting as other user**.
2. Select the desired delegator's name, in this example Kathryn Adcock



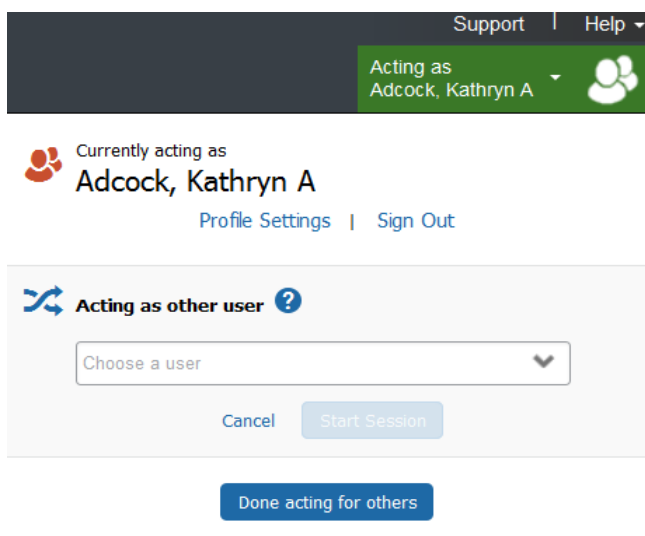
3. Click **Start Session**.
4. You are now officially working on behalf of that person. You'll see that their name now appears on the Concur home page.



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.

NOTE: When you are chosen to be a Delegate, you are assigned certain Permissions by the Delegator. Below is a list of all permissions. Required permissions are marked with an *.

*Can Prepare

*Can Submit Reports

*Can View Receipts

Can Use Reporting

Receives Emails

Can Approve

Can Approve Temporary

Receives Approval Emails