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

   ![Profile Settings](image1)

   ![Acting as other user](image2)

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.

   ![Support | Help](image3)

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.

![Currently acting as](image4)

![Acting as other user](image5)

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