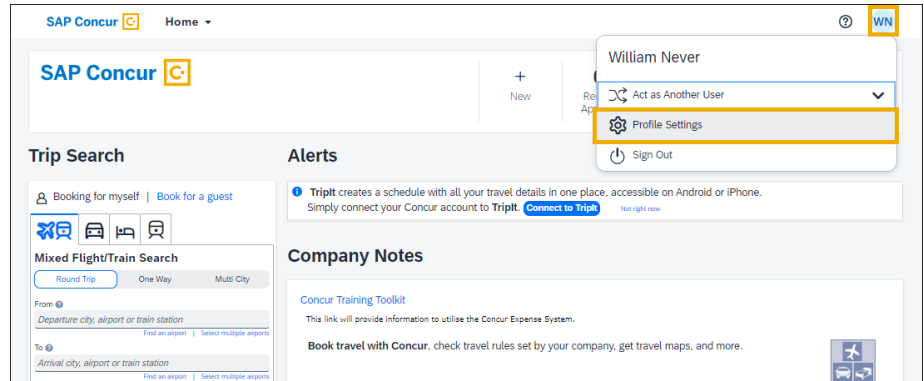


# Adding a Delegate

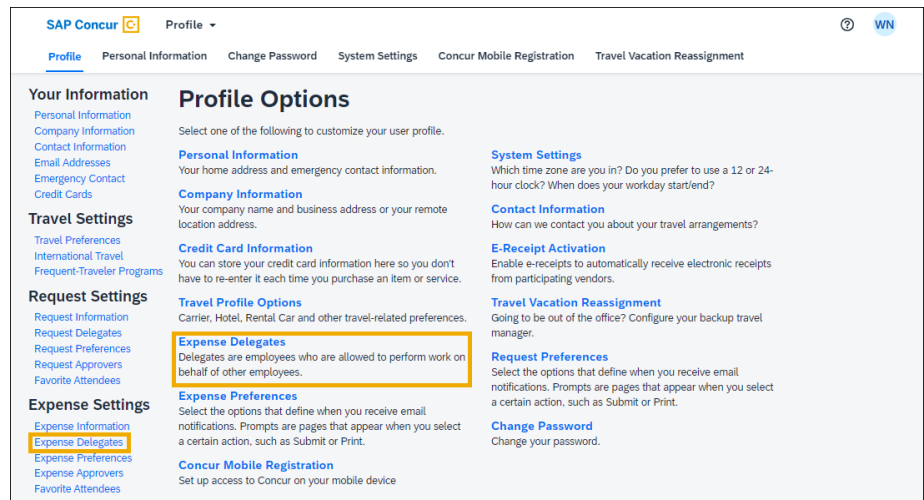
A delegate is a user who is granted permission to act on behalf of another user to perform tasks such as creating, submitting, and approving expense reports

1. To add a delegate to your user profile, select the **Profile** icon, and then select **Profile Settings**.



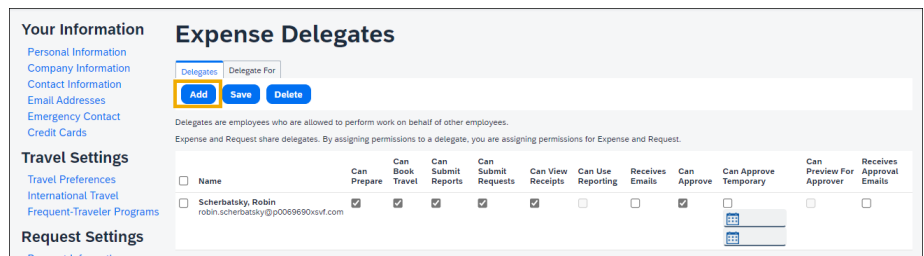
For this example, you will see how to add an Expense delegate.

2. On the **Profile Options** page, select **Expense Delegates**.

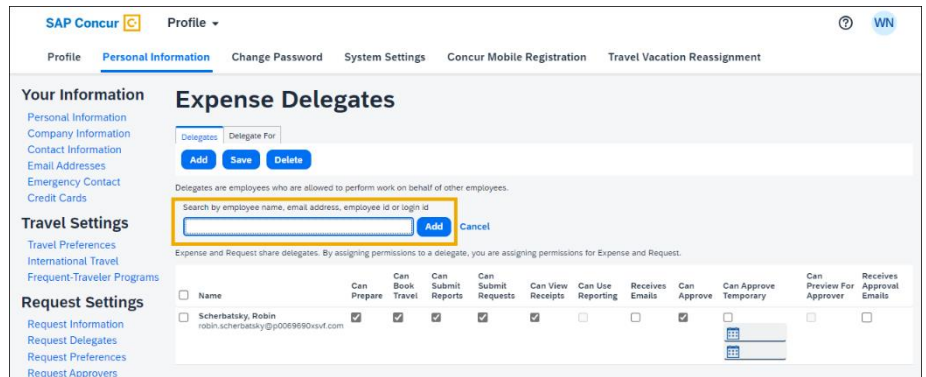


A delegate will need the same level or higher permissions to act on your behalf.

3. To add a new delegate, from the **Delegates** tab, select **Add**.



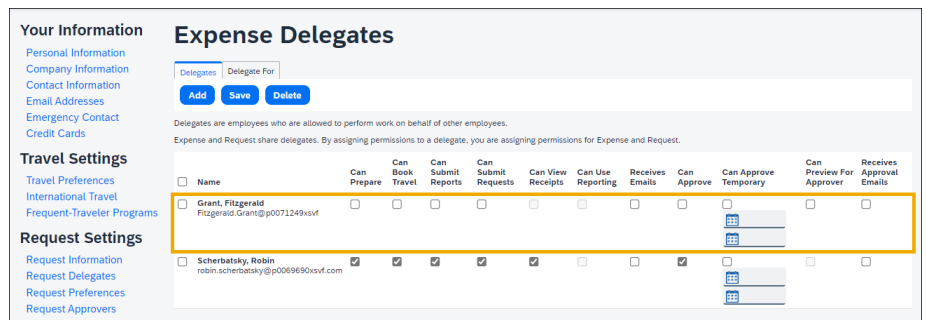
- Search for and select a delegate by employee name, email address, or login id and then select **Add**.



The screenshot shows the 'Expense Delegates' page in SAP Concur. On the left, there is a sidebar with 'Your Information' and 'Request Settings'. The main area has a 'Delegates' tab and a 'Delegate For' dropdown. Below these are 'Add', 'Save', and 'Delete' buttons. A search bar is present with the placeholder text 'Search by employee name, email address, employee id or login id'. An 'Add' button is next to the search bar. Below the search bar, there is a table of delegates. The first delegate is 'Scherbatsky, Robin' with email 'robin.scherbatsky@p0069690xsvf.com'. The table has columns for various permissions: Can Prepare, Can Book Travel, Can Submit Reports, Can Submit Requests, Can View Receipts, Can Use Reporting, Receives Emails, Can Approve, Can Approve Temporary, Can Preview For Approver, and Receives Approval Emails. The 'Add' button is highlighted with a yellow box.

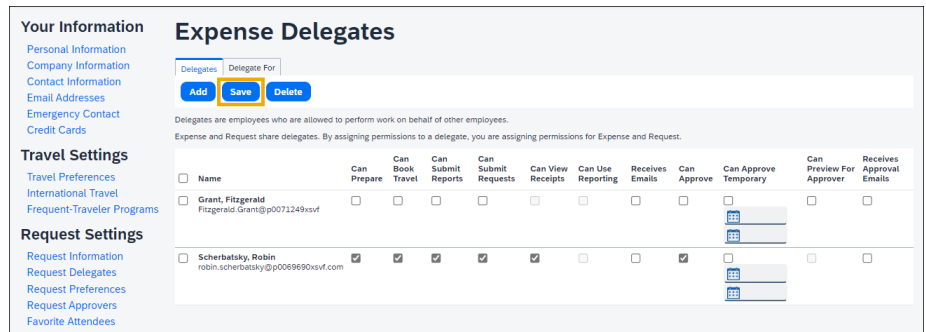
- Assign permissions to the new delegate, using the appropriate check box(es).

**Note:** To allow a delegate to email receipts into a user's **Available Receipts** library, you must select the **Can View Receipts** check box.



The screenshot shows the 'Expense Delegates' page with the 'Add' button highlighted. The table of delegates now includes 'Grant, Fitzgerald' with email 'Fitzgerald.Grant@p0071249xsvf'. The 'Can View Receipts' checkbox for this delegate is checked. The 'Add' button is highlighted with a yellow box.

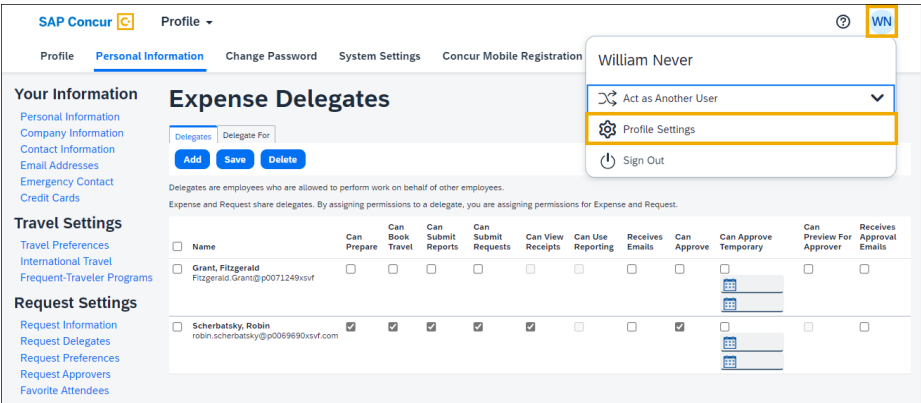
- When you are done assigning all the delegate permissions, select **Save**.



The screenshot shows the 'Expense Delegates' page with the 'Save' button highlighted. The table of delegates remains the same as in the previous screenshot. The 'Save' button is highlighted with a yellow box.

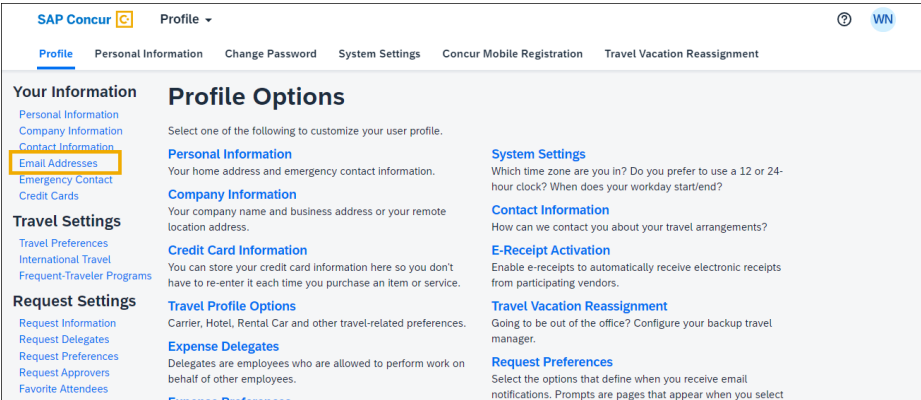
To allow a delegate to email receipts, both you and the delegate must verify your email addresses in your respective **Profile Settings** and email accounts.

- 7. To verify an email address, select the **Profile** icon, and then select **Profile Settings**.

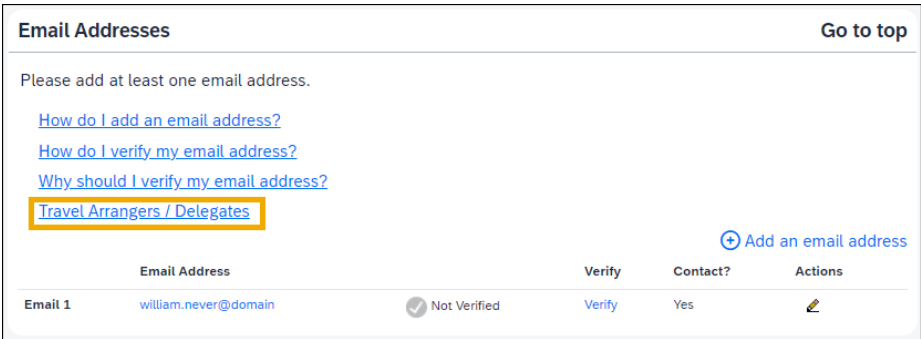


You must first verify your email address, and then the assigned delegate (acting on your behalf) and verify their email address to enable receipt submission via email to [receipts@concur.com](mailto:receipts@concur.com).

- 8. To begin the email verification process, select **Email Addresses**.



- 9. In the **Email Addresses** section, select **Travel Arrangers/Delegates**.



10. To verify your email address, select **Verify**, and then in the **Verification Email Sent** popup window, select **OK**.

Email Addresses Go to top

Please add at least one email address.

[How do I add an email address?](#)  
[How do I verify my email address?](#)  
[Why should I verify my email address?](#)  
[Travel Arrangers / Delegates](#)  
Travel Arrangers and Delegates can initiate the verification process on behalf of a user. The user will receive the verification code. Travel Arrangers and Delegates should verify their email address in their own profile.

1. The Expense Delegate should verify email address in own profile

2. The Expense User should verify email address in own profile

3. The Expense Delegate should be listed in the User's list of Expense Delegates

Once these steps are complete, the Delegate can simply send the email to receipts@concur.com, and include the user's verified email address in the Subject line of the email. This will ensure that the receipt is associated to the correct user.

Add an email address

Email Address	Verify	Contact?	Actions
Email 1 <span>william.never@domain</span>	<div>Not Verified</div> <div>Verify</div>	Yes	

11. For verification purposes, type the code (sent by SAP Concur) in the **Enter Code** field, and then select **OK**.

Note that you can copy and paste the code in the **Enter Code** field.

Email Addresses Go to top

Please add at least one email address.

[How do I add an email address?](#)  
[How do I verify my email address?](#)  
[Why should I verify my email address?](#)  
[Travel Arrangers / Delegates](#)  
Travel Arrangers and Delegates can initiate the verification process on behalf of a user. The user will receive the verification code. Travel Arrangers and Delegates should verify their email address in their own profile.

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Once these steps are complete, the Delegate can simply send the email to receipts@concur.com, and include the user's verified email address in the Subject line of the email. This will ensure that the receipt is associated to the correct user.

Add an email address

Email Address	Verify	Contact?	Actions
Email 1 <span>william.never@domain</span>	<div>Check email for code</div> <div>Resend   Cancel</div>	Yes	

Enter Code

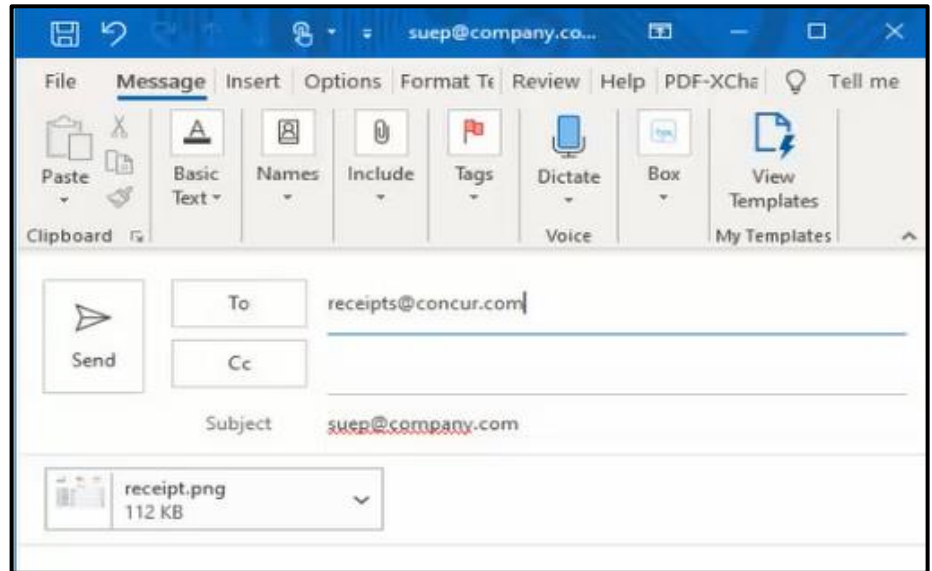
57E63UNHP8X221Q881

OK

After both you and your delegate have successfully verified your email addresses, a delegate can email receipts on your behalf for use in expense reporting.

The delegate will send an email to [receipts@concur.com](mailto:receipts@concur.com) with the attached receipt images.

**Note:** Enter only the user's (for whom you are delegating for) verified email address in the **Subject** line.



Emailed images sent by your delegate will display in the **Available Receipts** library of your profile, just as if you had done it yourself.

