

ASSIGN AN APPROVAL DELEGATE

TRAVEL APPLICATION

Approvals

HELPFUL HINTS

Approvers can assign a delegate to approve travel requests on their behalf.

Tip: the delegate approver must log into Concur and act on behalf of the approver. From the Profile link at the top right, click on *Act on behalf of another user*. Select the approver and click on

PROCEDURE



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If you want to keep the delegate name listed but want to remove or edit the options, simply uncheck the unwanted approval options and click on **Save**.

