

HELPFUL HINTS

- Approvers can assign a delegate to approve travel requests on their behalf. Review the quick reference guide [Assign an Approval Delegate](#) for more information.
- When the approver assigns an approver delegate, it is highly recommended they select the permission *Receives Approval Emails* in order for the approver delegate to receive email notifications.

Delegates are employees who are allowed to perform work on behalf of other employees. Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Test, CTraveler2 ctraveler2@nebraska.edu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 10/01/2018 <input type="checkbox"/> 10/05/2018	<input type="checkbox"/>	<input checked="" type="checkbox"/>

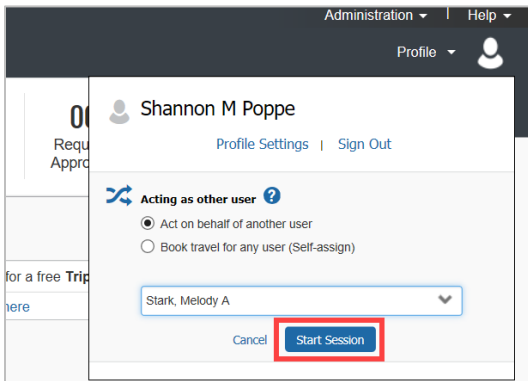


Tip: the delegate approver must log into Concur and act on behalf of the approver.

PROCEDURE

A delegate approver can approve on behalf of a supervisor approver or financial approver.

From within Concur, click the profile link at the top right and then select the name from the dropdown menu. Click on [Start Session](#).



Once a delegate is acting as the approver, click on *Approvals* to take action on a travel request or an expense report (financial approver only).

