**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.

*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).