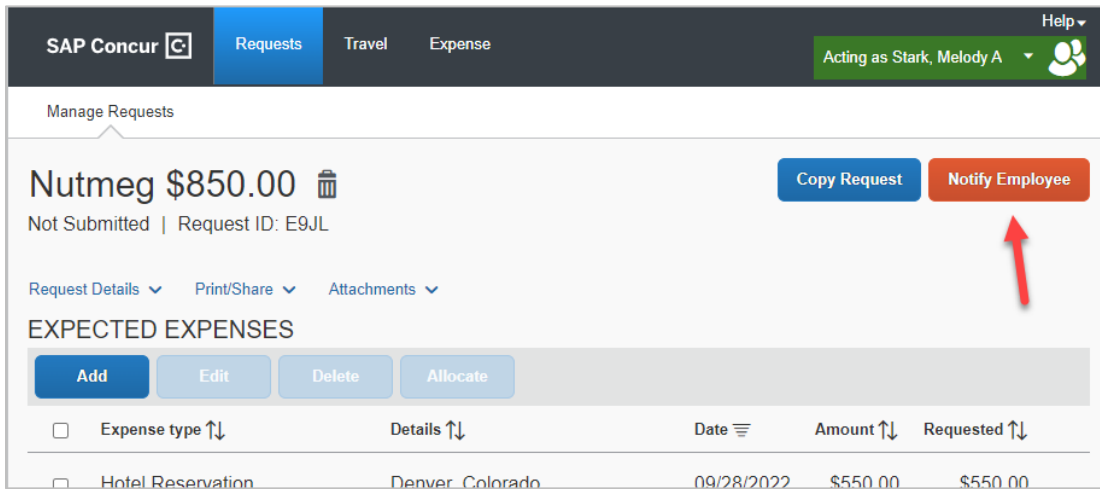


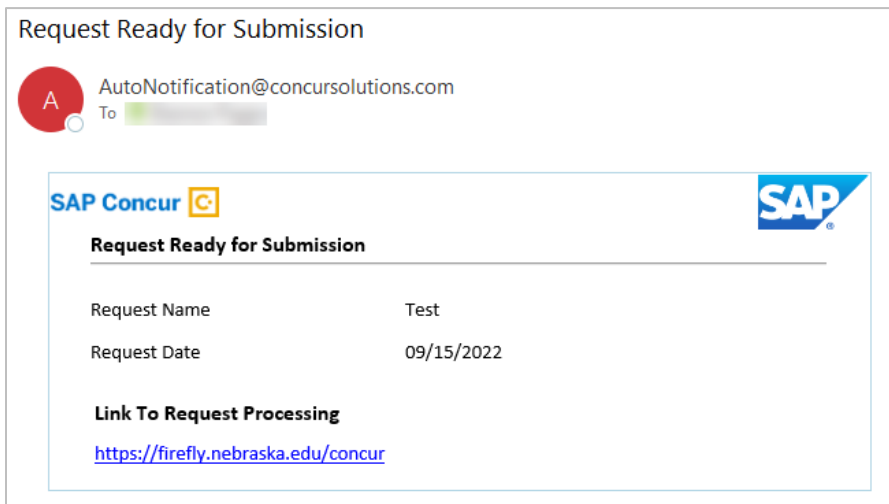
Several changes are prominent with the Concur new user interface for delegates when acting as another traveler.

TRAVEL REQUEST

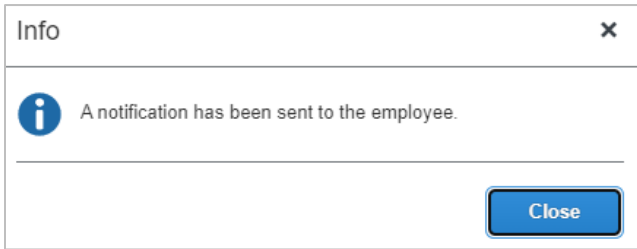
When creating a travel request for an employee, the delegate will see a *Notify Employee* button.



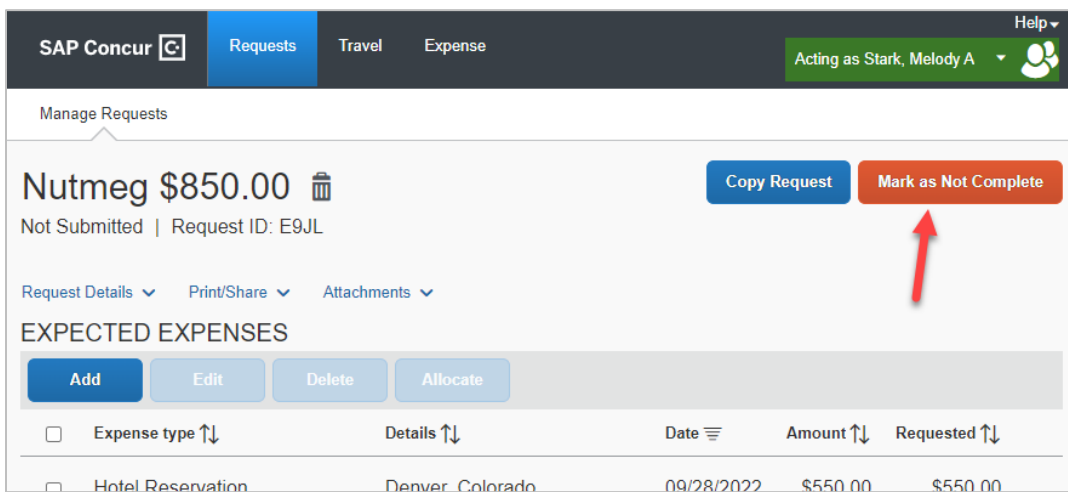
Click **Notify Employee** to notify the employee the travel request is ready for review/submission. The employee will receive an email notification.



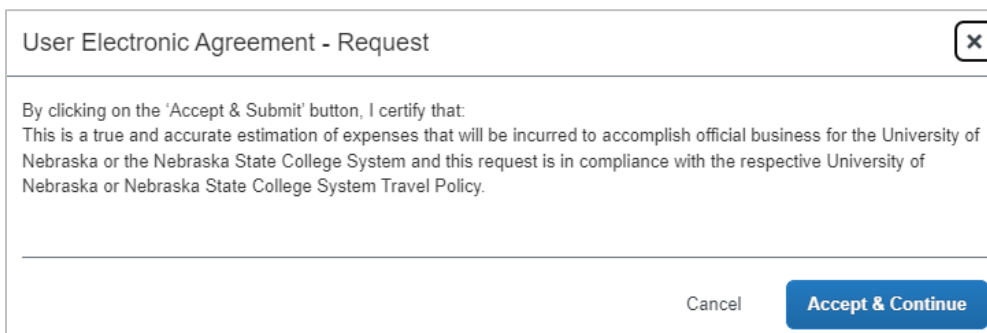
A pop-up confirmation window appears.



If the travel request needs to be edited, a delegate can select Mark as Not Complete (delegate may need to exit/re-enter the request for the updated button to appear).

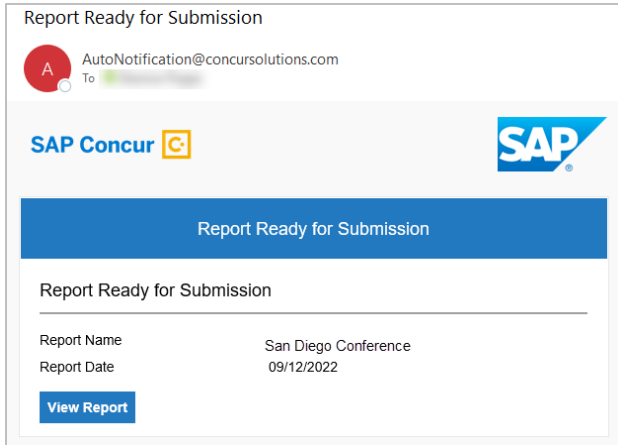


An electronic agreement pop-up message appears. Click *Accept & Continue*.

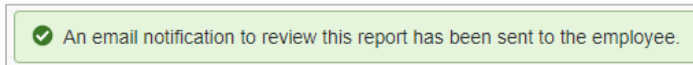


EXPENSE REPORT

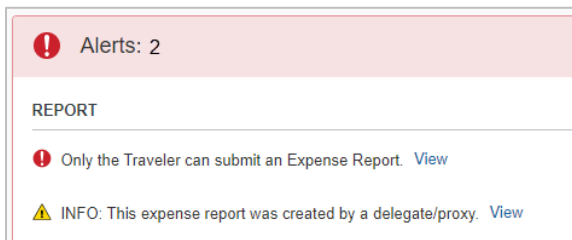
When creating an expense report for a traveler, the delegate will see a *Ready for Review* button. Click **Ready For Review** to notify the employee the expense report is ready for review/submission. The employee will receive an email notification.



This notification appears once the traveler has been notified (disappears once exited the report).



The delegate will also see at least two notifications, which is now standard in the new user interface.



If the expense report needs to be edited, a delegate can select **Not Ready for Review**.

