



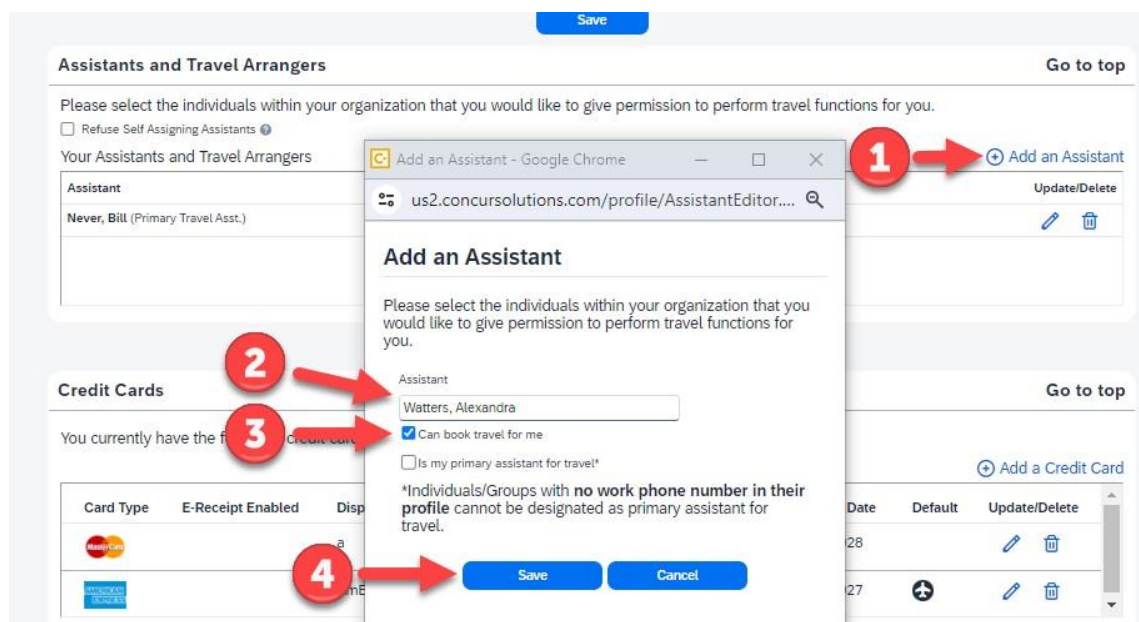
Concur Travel Arranger Permission – Book for Another Employee

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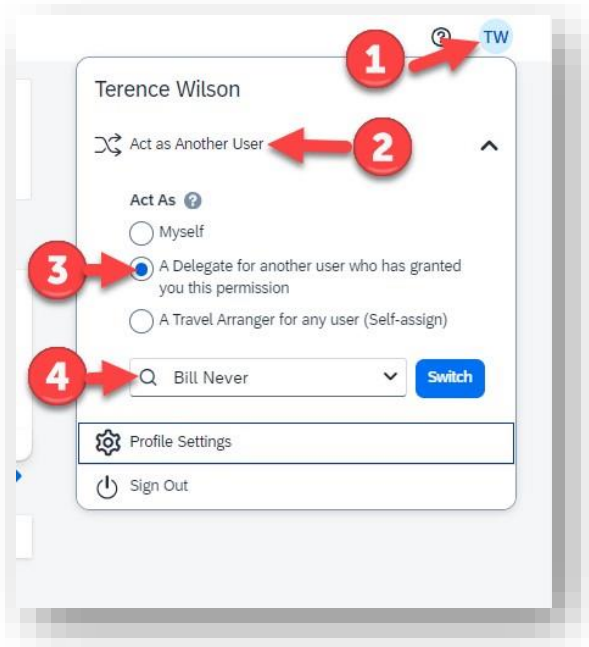
Assigning a travel arranger (Traveler)

If an administrator or other employee needs to book on another employee’s behalf in Concur, the employee must grant that person permission.

The traveler will access their Concur profile, scroll down to the “Assistant and Travel Arrangers” section, search the admin or other employee they would like to book for them and check the box “Can book travel for me”. The box “Is my primary assistant for travel” is optional. If it is checked, the admin or other employee will ALWAYS receive a copy of the traveler’s invoice. There may only be one employee identified as a primary assistant in each traveler profile.



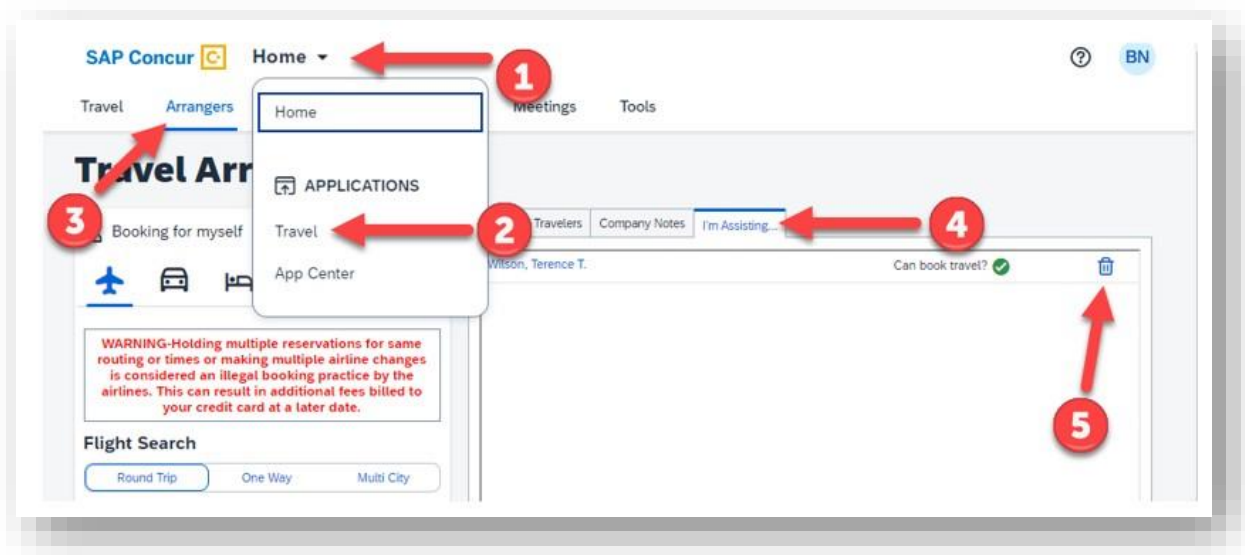
Acting as another user (once permission is granted)



An administrator or employee who was granted permission may click on their profile to “Act as Another User”. Anyone who has delegated travel arranger permissions to the administrator will be shown. “Act as” another user allows the administrator to “Switch” to the traveler’s profile, edit/update their profile or book on their behalf.

Removing travel arranger permissions (Administrator)

If the administrator or travel arranger no longer wishes to be a delegate for the traveler, the traveler may remove them from their profile, or the administrator may remove them by referencing the below process.



Removing travel arranger permissions (Traveler)

To remove an assistant, the traveler will access their Concur profile, scroll down to the “Assistant and Travel Arrangers” section, and click the garbage can.

Assistants and Travel Arrangers Go to top

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Refuse Self Assigning Assistants

Your Assistants and Travel Arrangers [+ Add an Assistant](#)

Assistant	Can book travel?	Update/Delete
Watters, Alexandra (Primary Travel Asst.)	Can book travel?	

[Save](#)