



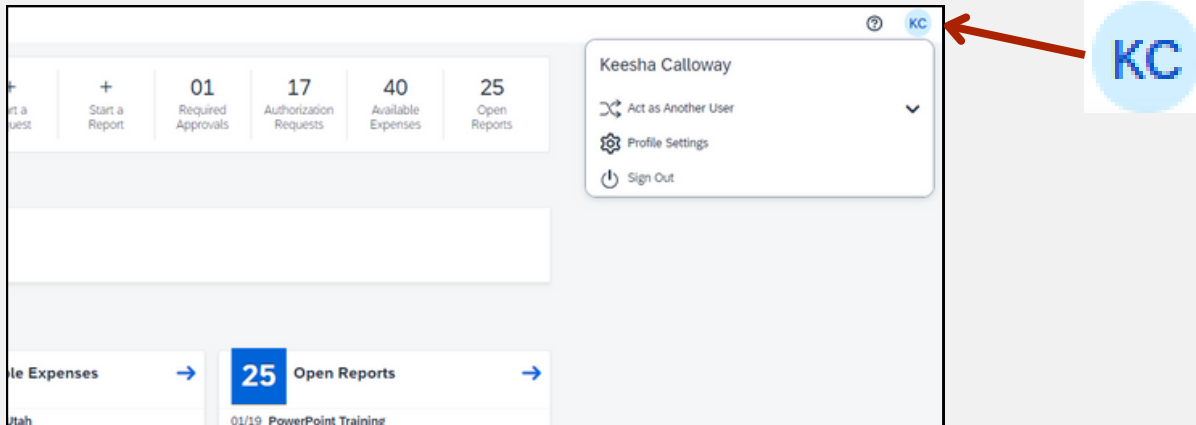
How to act as a delegate in Concur



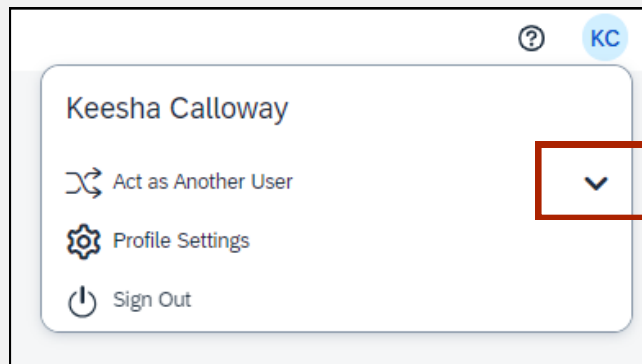
Before you can act on behalf of another user, that user needs to add you as a delegate in their Concur profile. To learn how to add a delegate to your profile, see our step-by-step guide: [How to add a delegate in Concur](#).

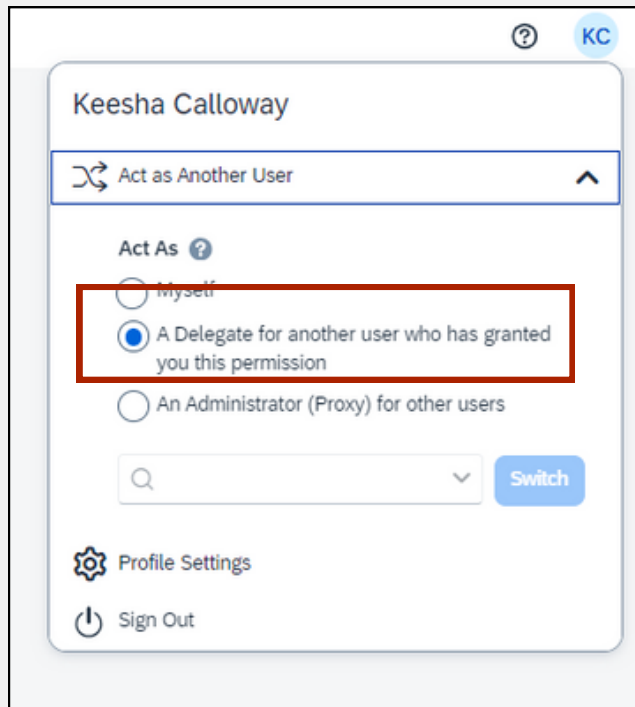
Act as another user

In Concur, click the blue circle with your initials in the upper-right corner.



Select the drop-down arrow next to **Act as Another User**.
User.

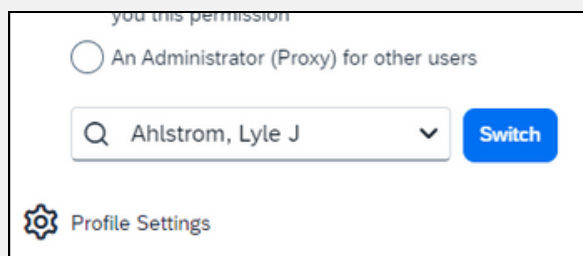
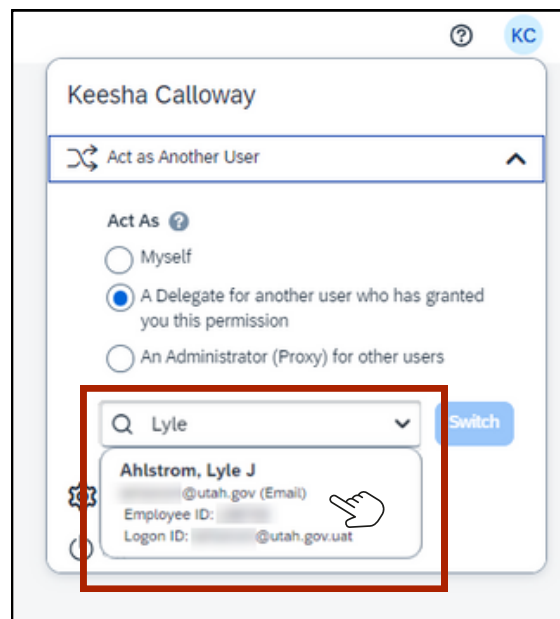




Select the radio button **A Delegate for another use who has granted you this permission.**


Search for the employee who you need to act as.

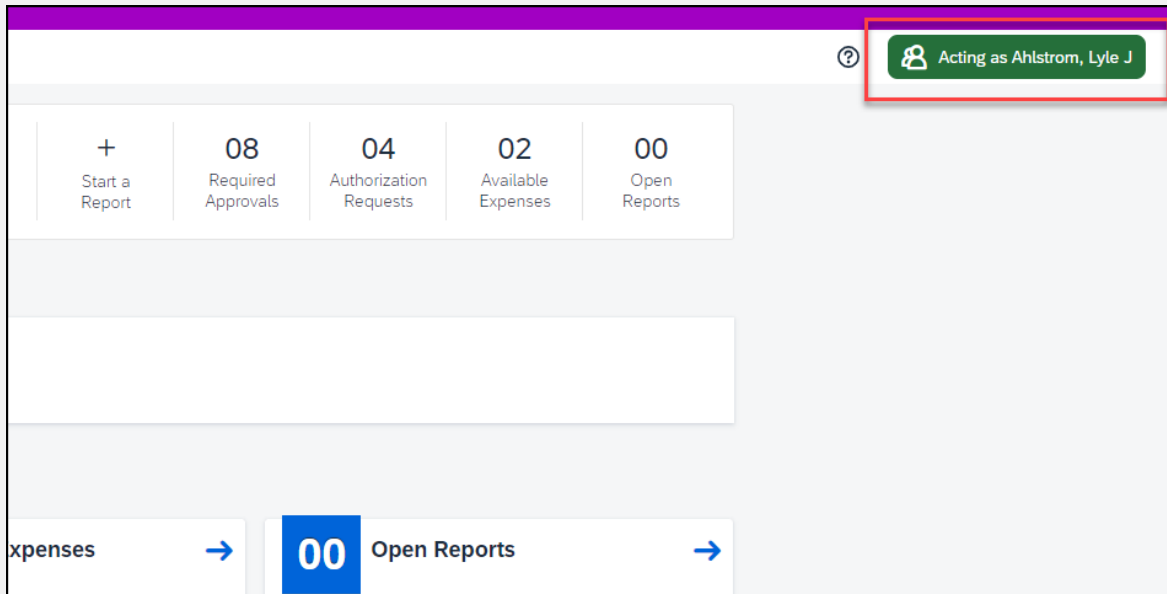
Start typing their name in the search bar and you'll see a list of users who have added you as a delegate. Select the person you need to act as.



Click the blue button **Switch.**

In the upper-right corner, you'll see who you're acting as.

 Acting as Ahlstrom, Lyle J



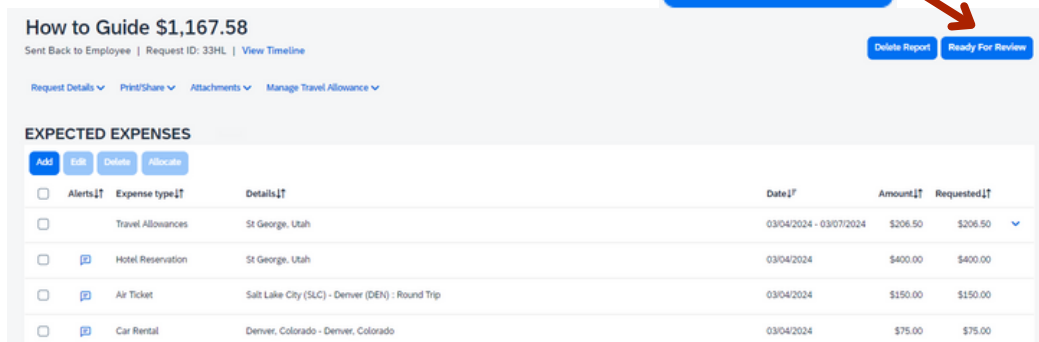
You can now act on the user's behalf according to the permissions they gave you. For example, if they gave you the permissions **Can Prepare** and **Can Book Travel**, you'll be able to create and edit travel requests, reimbursement requests, and p-card reconciliations. You'll also be able to book travel on their behalf.

Remember, you won't be able to submit any requests or reconciliations for the user. They'll need to log into Concur and submit for themselves.



When you're done preparing their request or reconciliation, click the blue button **Ready For Review**. They'll be notified that the request or reconciliation is ready to be submitted.

Ready For Review

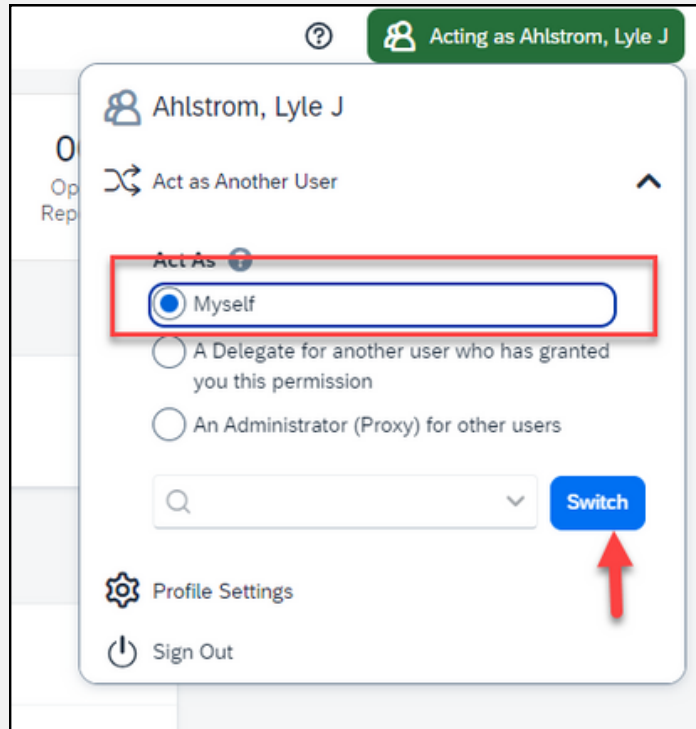


Alerts	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>	Travel Allowances	St George, Utah	03/04/2024 - 03/07/2024	\$206.50	\$206.50
<input type="checkbox"/>	Hotel Reservation	St George, Utah	03/04/2024	\$400.00	\$400.00
<input type="checkbox"/>	Air Ticket	Salt Lake City (SLC) - Denver (DEN) - Round Trip	03/04/2024	\$150.00	\$150.00
<input type="checkbox"/>	Car Rental	Denver, Colorado - Denver, Colorado	03/04/2024	\$75.00	\$75.00

Switch back to acting as yourself

In the upper-right corner, click the green button **Acting as [user]**.

Select the radio button **Myself**, and click the blue button **Switch**.



You're back at the Concur homepage under your own profile!

