



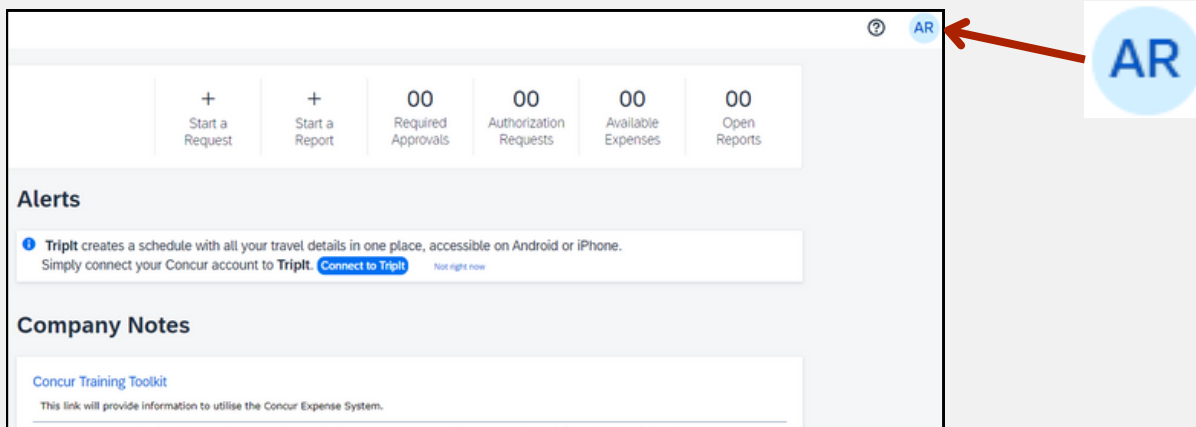
# How to remove a delegate in Concur



You can remove a delegate you assigned to act on your behalf. If a user assigned you as their delegate, you can remove yourself as their delegate.

## Go to the delegates screen

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



Select **Profile Settings**.



**SAP Concur** Profile

Profile Personal Information Change Password System Settings Concur Mobile Registration

**Your Information**  
 Personal Information  
 Company Information  
 Contact Information  
 Email Addresses  
 Emergency Contact  
 Credit Cards

**Travel Settings**  
 Travel Preferences  
 International Travel  
 Frequent-Traveler Programs

**Request Settings**  
 Request Information  
 Request Delegates  
 Request Preferences  
 Request Approvers  
 Favorite Attendees

**Expense Settings**  
 Expense Information  
 Expense Delegates  
 Expense Preferences  
 Expense Approvers  
 Vehicle Configuration  
 Favorite Attendees

**Other Settings**

**Profile Options**  
 Select one of the following to customize your user profile.

**Personal Information**  
 Your home address and emergency contact information.

**Company Information**  
 Your company name and business address or your remote location address.

**Credit Card Information**  
 You can store your credit card information so you don't have to re-enter it each time you use it.

**Travel Vacation Reassignment**  
 Going to be out of the office? Configure your backup travel manager.

**Request Preferences**  
 Select the options that define when you receive notifications. Prompts are pages that appear when you perform a certain action, such as Submit or Print.

**Vehicle Configuration**  
 Vehicle Configuration

**Concur Mobile Registration**  
 Set up access to Concur on your mobile device

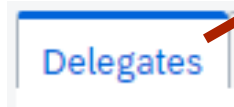
You're at the Profile Options screen.

In the menu on the left side, click **Request Delegates** or **Expense Delegates**. Either option will take you to the same screen.

## Remove a delegate you assigned



The delegates you assigned are listed under the **Delegates** tab in the Request Delegates or Expense Delegates screen.



**Request Delegates**

Delegates Delegate For

Add Save Delete

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.

You're at the Request Delegates or Expense Delegates screen. In the Delegates tab, checkmark the box next to the delegate you want to remove, and click the blue button **Delete**.

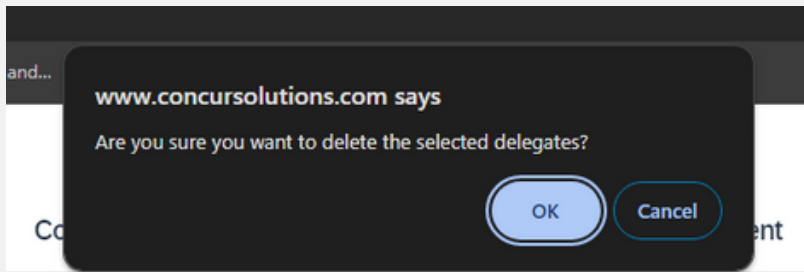
**Request Delegates**

Delegates Delegate For

Add Save Delete

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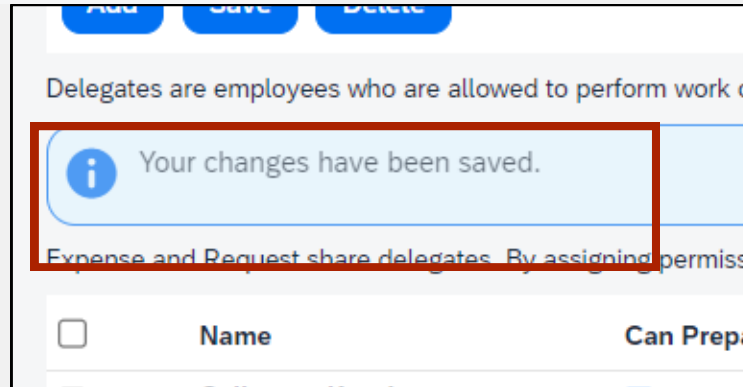
| <input type="checkbox"/>            | Name                          | Can Prepare                         | Can Book Travel                     | Can View Receipts                   | Can Use Reporting        | Receives Emails                     | Can Approve                         | Can Approve Temporary    | Can Preview For Approver | Receives Approval Emails            |
|-------------------------------------|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/>            | Ahstrom, Lyle<br>@utah.gov    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | Calloway, Keesha<br>@utah.gov | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |



A message will pop-up asking if you're sure you want to delete, click **OK**.

You'll see a banner that says, "Your changes have been saved."

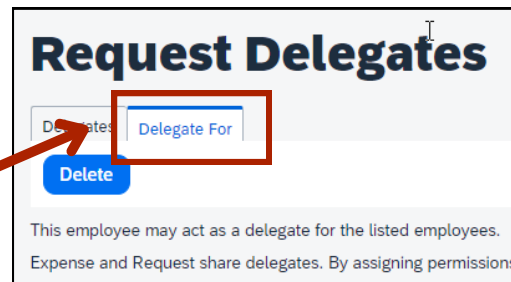
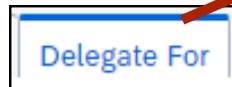
You've successfully removed a delegate!



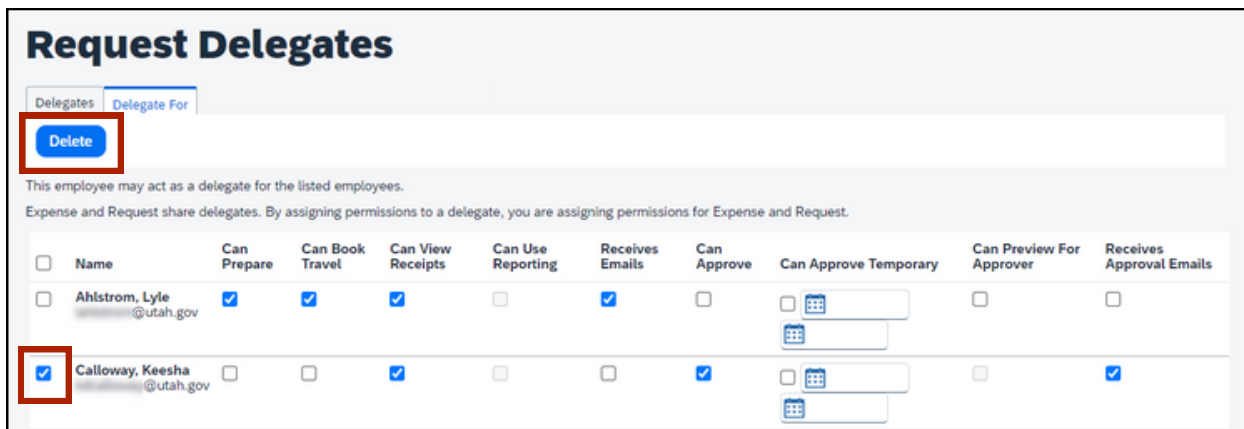
## Remove yourself as a delegate

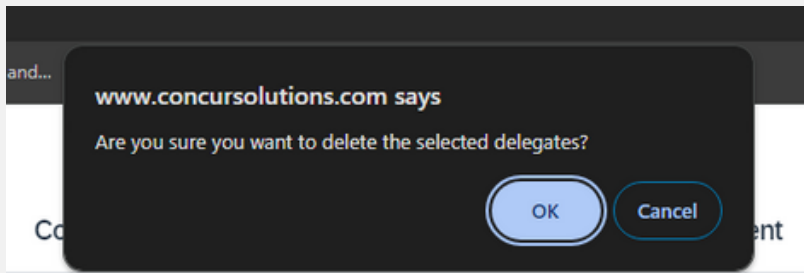


The people who assigned you as a delegate are listed under the **Delegate For** tab in the Request Delegates or Expense Delegates screen.



You're at the Request Delegates or Expense Delegates screen. In the **Delegate For** tab, checkmark the box next to the delegate you want to remove, and click the blue button Delete.





A message will pop-up asking if you're sure you want to delete, click **OK**.

You'll see a banner that says, "Your changes have been saved."

You've successfully removed yourself as a delegate!

