



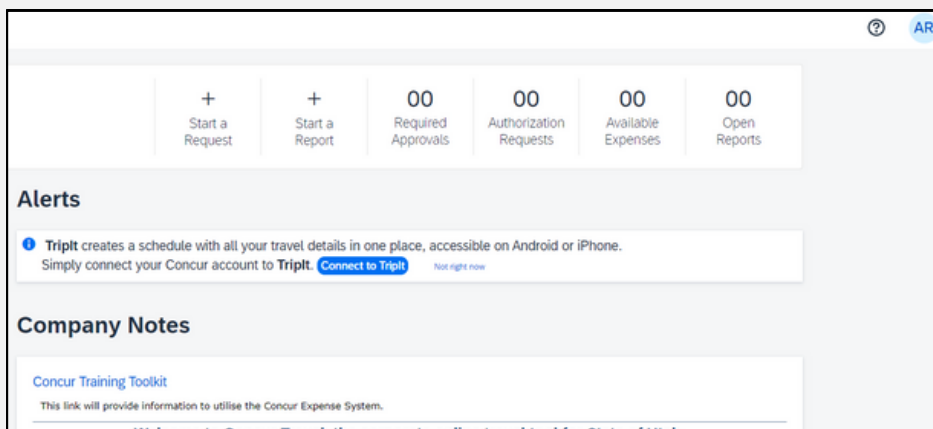
How to remove a delegate in Concur



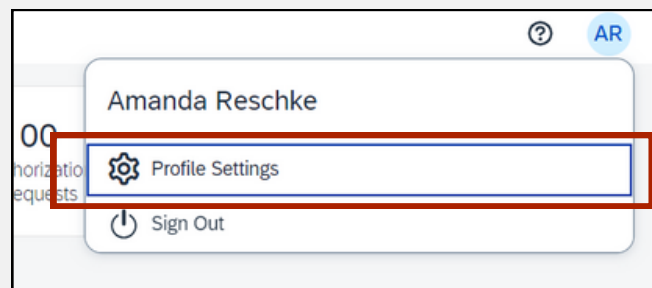
You can remove a delegate you assigned to act on your behalf. If a user assigned you as their delegate, you can remove yourself as their delegate.

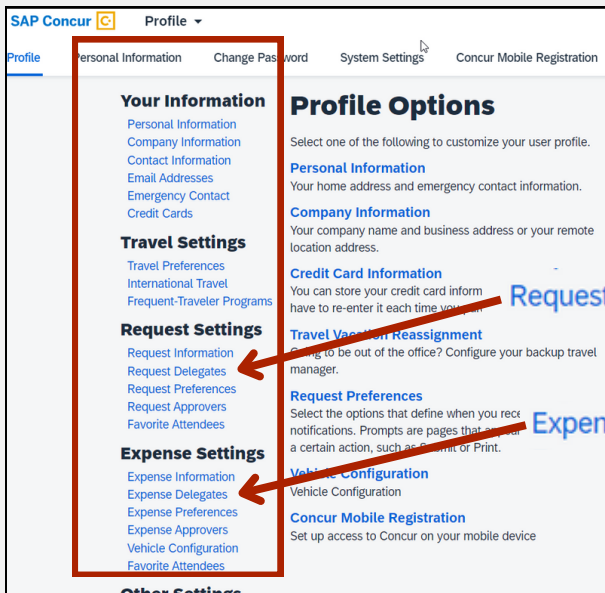
Go to the delegates screen

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



Select **Profile Settings**.





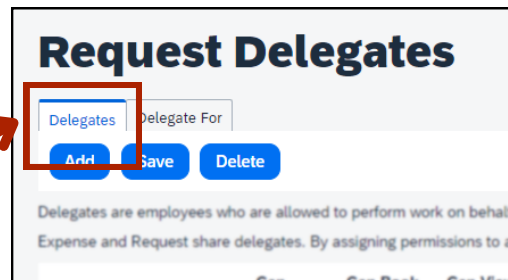
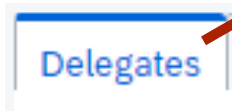
You're at the Profile Options screen.

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

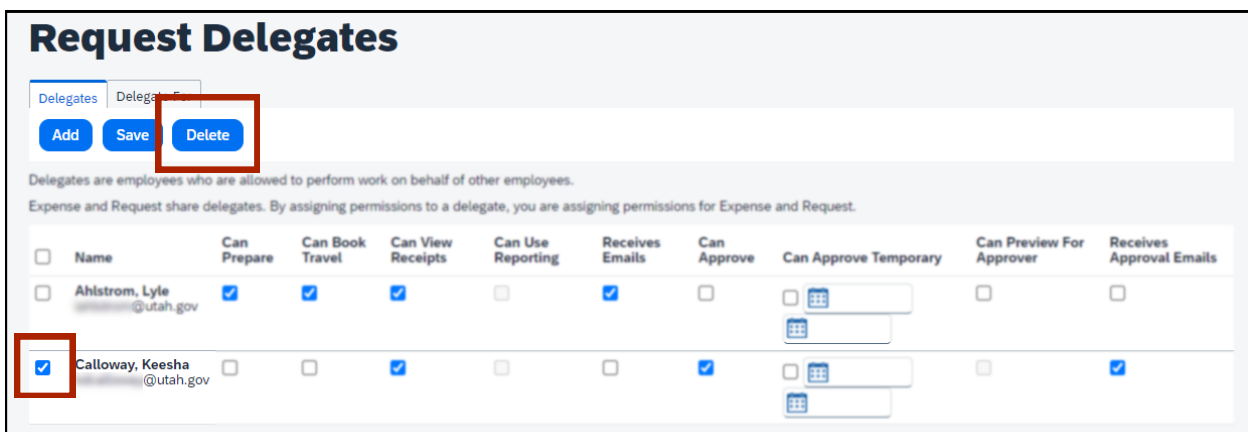
Remove a delegate you assigned

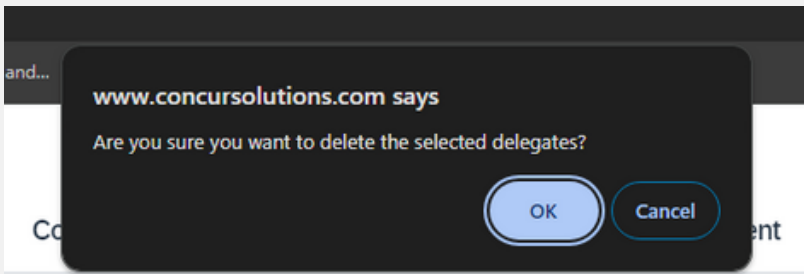


The delegates you assigned are listed under the **Delegates** tab in the Request Delegates or Expense Delegates screen.



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**.

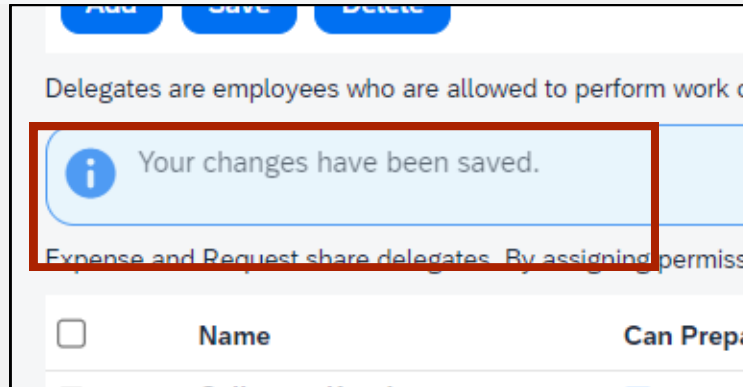




A message will pop-up asking if you're sure you want to delete, click **OK**.

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

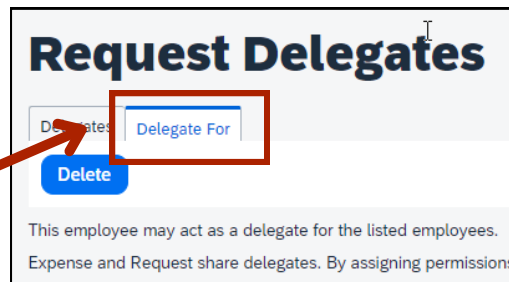
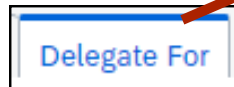
You've successfully removed a delegate!



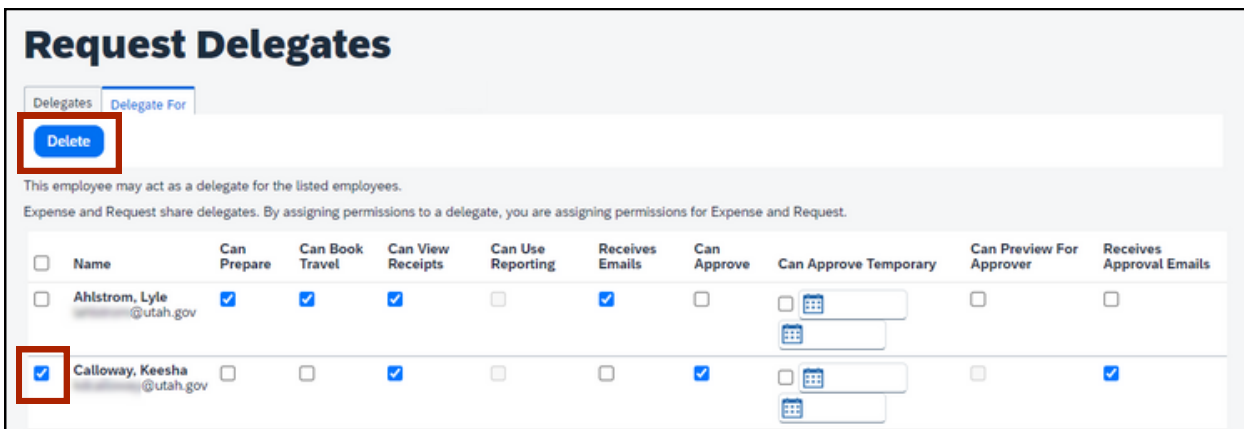
Remove yourself as a delegate

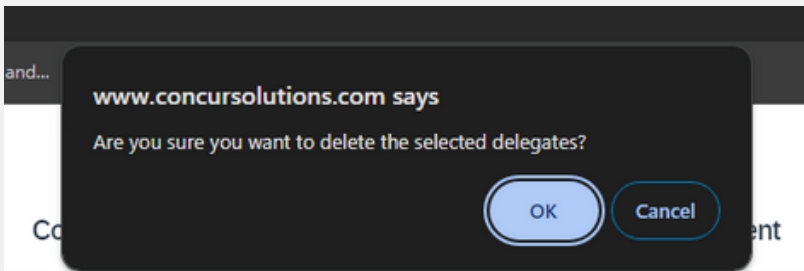


The people who assigned you as a delegate are listed under the **Delegate For** tab in the Request Delegates or Expense Delegates screen.



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!

