Adding a Delegate

Go to the concur page here: https://concur.k-state.edu/ and click "Login to Concur."

Concur Travel and Expense

K-State employees can plan travel, track expenses and manage purchase cards using Concur Travel and Expense. Concur simplifies the universit from request approval to booking to reimbursement. It also offers a mobile-friendly way to manage expenses. Take our Concur survey to help u

Login to Concur >

At the top right corner of the page you will see a profile icon, yours will more than likely look like a person vs mine is my initials. Click on your icon, and select "Profile Settings":
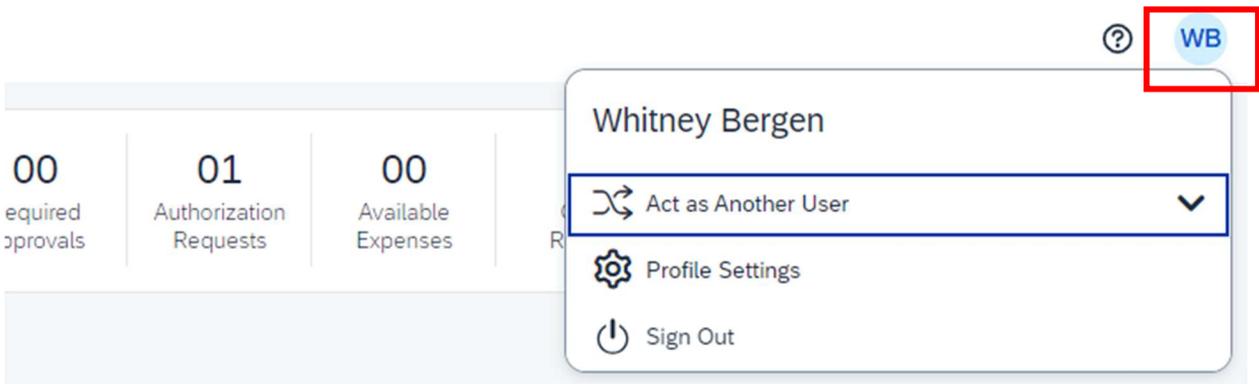
From here, you are going to want to set myself and Tari Philips as delegates. This will allow us to help you on the back side of the program.
On the left side there are a lot of setting, look for "Request Settings" and "Request Delegates."

From here you will select add, type in our name (Whitney Bergen and Tari Philips), and click on our name.

Apply these settings and click save:

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.

	Name	Can Prepare	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
☐	Buss, Lori buss@ksu.edu	☑	☐	☑	☑	☐ 📅 📅	☐	☐
☐	Philips, Tari tari@ksu.edu	☑	☐	☑	☐	☐ 📅 📅	☑	☐