

# Adding a Delegate

Go to the concur page here: <https://concur.k-state.edu/> and click “Login to Concur.”

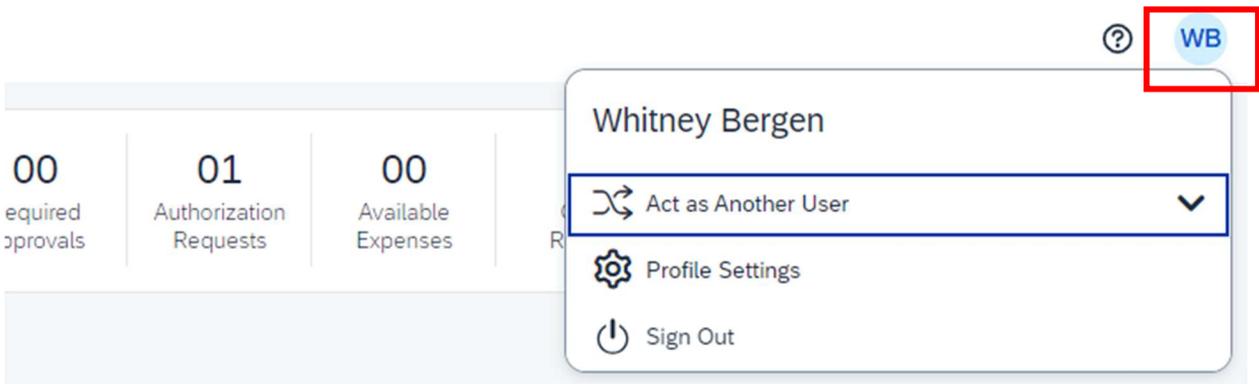


## Concur Travel and Expense

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](#)



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.”

## Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

## Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

## Request Settings

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

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

# Request Delegates

Delegates Delegate For

**Add** Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or login id

tari@ksu.edu - Tari Philips **Add** Cancel

Example: tari@ksu.edu - Tari Philips  
tari@ksu.edu  
Employee ID: W0000012265  
Logon ID: tari@k-state.edu

buss@ksu.edu

Employee	Receives Emails	Can Approve
tari@ksu.edu	<input type="checkbox"/>	<input type="checkbox"/>
buss@ksu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Apply these settings and click save:

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.

<input type="checkbox"/>	Name	Can Prepare	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Buss, Lori buss@ksu.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Philips, Tari tari@ksu.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="text" value=""/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>