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Concur How-to: Delegates: Deleting Delegates from Your Delegation List [1]

As a delegate, you can remove delegates from your delegation list when you no longer need to act on their behalf.

Deleting inactive employees from your delegation list will eliminate your access to that person's expense reports.

If you have 25 or more delegates to remove, you can instead submit the <u>Delegate</u> <u>Authorization (DA) form [2]</u>. You can also use the DA form to delete delegates by HR org number.

Read the procedures

1. Select your **Profile** menu in the upper right corner of your screen and click **Profile Settings**. Click **Expense Delegates** (left-side menu), then select the **Delegate For** tab.

Your Information	Expense Delegates Delegate For					
Company Information Company Information Email Addresses Emergency: Contact Credit Cards Travel Settings Travel Preferences International Travel Prequent Traveler Programs Assistants/Arrangers						
		Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails
		Damiano-Nittoli, Leslie lesle nittsli@cu.edu	8	8		
		Martin, Mary mary martin@cu.edu	20	2		
	Request Settings Request Information Request Delegates Request Parlemences Request Approvers Favorite Attendees		Nakamichi, Denise Noelle denise nakamichi@cu edu	2	2	
		Truesdale, Kris kris truesdale@cu.edu	8	2		
0		Vallad, Lina Isa vallad@cu.edu	2	2		
xpense Settings						
Expense Delegates						

- 2. A list of your delegates will appear here. Select the appropriate individual using the checkbox to the left of the individual's name and click **Delete**.
- 3. You will receive a pop-up message for verification. To remove the delegate from your list, click **OK**. A message will appear confirming your delegate has been removed from your list.

Have a question or feedback?

Questions & Feedback [3]

Your Name

Your Email Address

- CAPTCHA -

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

Source URL: https://www.cu.edu/psc/concur-how-delegates-deleting-delegates-your-delegation-list

Links

[1] https://www.cu.edu/psc/concur-how-delegates-deleting-delegates-your-delegation-list

[2] https://www.cu.edu/psc/forms/delegate-authorization-use-add-and-delete-delegates-da

[3] https://www.cu.edu/controller/forms/questions-feedback-0