

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

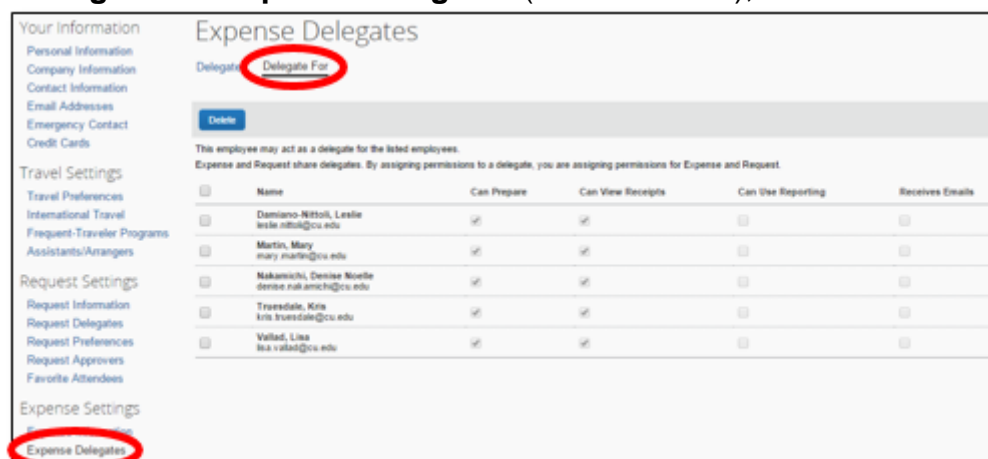
As a delegate, you can remove delegates from your delegation list when you no longer need to act on their behalf.

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 [Delegate Authorization \(DA\) form](#) ^[2]. 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.



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]

Feedback or Question *

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>