Delegate Authorization (DA) [1]

Effective Date: 12/22/2015

Purpose

The Delegate Authorization form is two forms in one with two tabs along the bottom: one to add delegates and another to delete delegates.

Only have a few delegates to add or delete? You should make those delegate changes within the Concur Travel & Expense System. Refer to the Step-by-Step Guide Identifying Delegates [2] for further information.

Use the ADD Delegates form to:

- Identify a delegate for **25 or more** individuals.
- Add a delegate for everyone in an org unit, by using org unit # instead of listing the names of each individual.

Use the DELETE Delegates form to:

- Delete a delegate's delegation list in its entirety, when a delegate leaves the University or no longer needs to act as a delegate for anyone. (This helps to keep delegation lists clean.)
- Delete a delegate for everyone in an org unit, using org unit # instead of listing the names of each individual.
- Delete select delegations for **25 or more** individuals.

Delegates: You can delete your own delegators within the Concur Travel & Expense System. Refer to the Step-by-Step Guide Deleting Delegates from Your Delegation List [3] for further information.

Download the Delegate Authorization form below

Files:

form-da122215.xlsx [4]

Source URL: https://www.cu.edu/psc/policies/delegate-authorization-da

Links
[1] https://www.cu.edu/psc/policies/delegate-authorization-da [2] https://www.cu.edu/psc/concur-how-identifying-delegates-concur-travel-expense-system [3] https://www.cu.edu/psc/concur-how-delegates-deleting-delegates-your-delegation-list [4] https://www.cu.edu/sites/default/files/policies/40547-delegate-

authorization-da/files/form-da122215.xlsx