

Step-by-Step Guide

Identifying Travel Arrangers in the Concur Travel & Expense System

What is a Travel Arranger?

A travel arranger (also called a travel assistant) is an individual authorized to book travel, in the Concur Travel & Expense System, on behalf of another person. (This role is not needed to use Christopherson Business Travel to book travel on behalf of another person.) Travel arrangers can view another's upcoming trips, within Concur, whether those trips were booked using Concur or Christopherson Business Travel.

Delegates are assigned for expense report processing, while travel arrangers are assigned for travel processing. Delegates and travel arrangers are not necessarily the same people. An individual can be just a delegate, just a travel arranger, or both a delegate and a travel arranger.

Accessing Your Travel Settings

Travel arrangers are identified as part of your travel settings, which are located under your Concur Profile.

1. Begin by accessing Concur via [your campus portal](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **Concur Travel & Expense System** link.
2. Select your **Profile** menu in the upper right corner of your screen.
3. Click **Assistants/Arrangers** (left-side menu).

Name	Can book travel?	Actions
Damiano-Nitto, Leslie M. (Primary Travel Asst.)	Yes	[Trash]

If you already have travel arrangers identified, they will appear here.

Adding Travel Arrangers

Note: If you have 25 or more travel arrangers to add, you can instead submit the [Travel Arranger \(TA\) form](#). You can also use the TA form to identify travel arrangers by HR org number.

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To add someone to book travel on your behalf, click the **[+]Add an Assistant** link (right side of section).

1. In the **Assistant** field, search for the employee you wish to add as your travel arranger. You can search by name, employee ID, or email address.

Select your travel arranger from the resulting list.

2. Check the **Can book travel for me** checkbox.
3. A primary travel arranger will receive an emailed itinerary no matter who books your trips. **Note:** *You can only have one **primary** travel arranger.*

If you want to identify this individual as your one primary travel arranger, check the **Is my primary assistant for travel** checkbox. (This individual must have a work phone number saved in his or her own Concur Profile before he or she can be designated as your primary travel arranger.)

4. Click the **Save** button at the bottom of this section.

Deleting Travel Arrangers

Note: If you have 25 or more travel arrangers to remove – or any number of inactive travel arrangers – you can instead submit the [Travel Arranger \(TA\) form](#). You can also use the TA form to delete delegates by HR org number.

To remove someone from your travel arranger list because you no longer want him or her to book travel on your behalf:

Locate the appropriate individual and, on the far right of your screen, click the trash can icon in line with that individual's name.

You will receive a pop-up message for verification. To remove the travel arranger from your list, click **OK**.