

## **Concur How-to: Acting as a Delegate or Travel Arranger** <sup>[1]</sup>

Delegates are assigned for expense report processing, while travel arrangers are assigned for travel processing. You can be just a delegate, just a travel arranger, or both a delegate and a travel arranger.

### **Read the procedures**

1. Select the **Profile** menu in the upper right corner.
2. If you have been assigned as a delegate or travel arranger for someone, you will see the **Acting as other user** section.
3. **To act on behalf of someone else:**  
Use the dropdown to search for and select the individual on whose behalf you need to act. Then, click **Start Session**. A green box will appear in the upper right corner of your screen, displaying the name of the individual on whose behalf you are acting.  
  
**Note:** You will only be able to locate those individuals who have identified you as their delegate and/or travel arranger.
4. You will also only see the areas you can access on the individual's behalf. If you are a delegate, you can access the Expense tab. If you are a travel arranger, you can access the Travel tab. If you are both a delegate and a travel arranger, you can access both tabs.
5. **To end your delegate or travel arranger session:**  
Select the **Acting as other user** menu (green box in the upper right corner of your screen) and click **Done acting for others**.

**Have a question or feedback?**

### **Questions & Feedback** <sup>[2]</sup>

**Feedback or Question \***

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**Your Email Address**

Submit

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**Links**

[1] <https://www.cu.edu/psc/training/booking-travel/acting-delegate-or-travel-arranger>

[2] <https://www.cu.edu/psc/forms/questions-feedback-0>