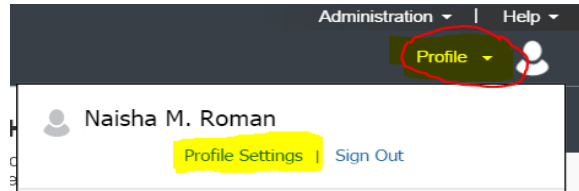


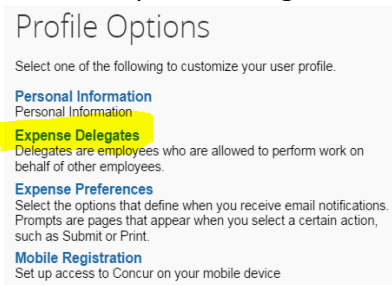
Approvers Assigning a Delegate

In order to assign your approver role to a delegate, they must be established as an approver in Concur. If they aren't setup as an approver in the system you must contact the Travel Office at CCSUTravelHelpDesk@ccsu.edu with the subject line APPROVER DELEGATE.

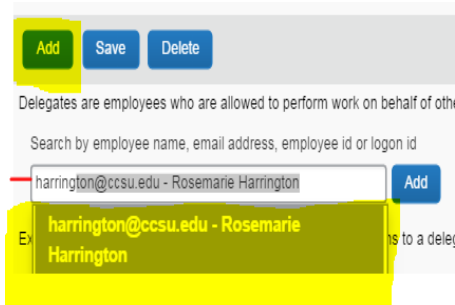
1. When you login to your profile, click on the Profile link in the top right, then click on profile settings.



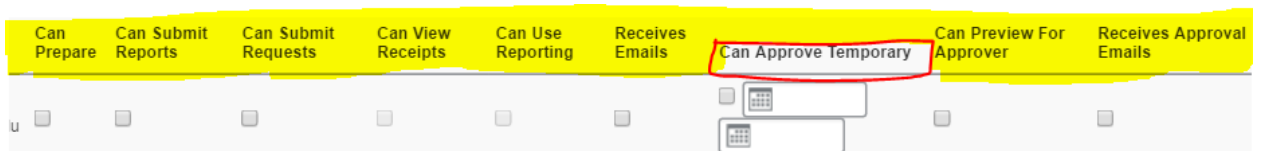
2. Click on Expense Delegates



3. Click on the Add button, begin typing the last name of the delegate then click on their name



4. Their name will move below and you will need to check off what authority you are given your delegate on your behalf.



5. If the calendar is greyed out, you need to contact the Travel Office so we can setup the delegate as an approver (as mentioned in the introduction).
6. After you've selected what your approver will do on your behalf, click the Save button. A message will appear that your changes have been saved.