


Adding a Delegate in Concur

1. Click <https://finance.tennessee.edu/travel/>
2. Click on the blue Concur icon. 
3. Select "Login to Concur."
4. Sign in using your UT credentials.
5. Enter your DUO security code.
6. Click profile in the upper, right corner.
7. Click profile settings under your name.
8. Click expense delegates on the right side.
9. Click blue add tab.
10. Enter Kirsha Smith
11. Highlight & click Kirsha Smith and the computer will add her name to the list.
12. Click the following boxes:
 - a. Can prepare (can view receipts will automatically check when you check can prepare).
 - b. Can submit reports.
 - c. Can submit requests.
 - d. Can view receipts.
 - e. Can use reporting.
 - f. Receives emails.
 - g. Can approve.
 - h. Receives approval emails.
13. Click save.
14. Repeat steps 8 -11 to add Mary M. Johnson.
15. Click profile in the upper right corner.
16. Click sign out.