

## TRAVEL ASSISTANT/ARRANGER

Website: https://www.csum.edu/financialservices/travel

Accounts Payable Office Adm Bldg, Rm 109

## Setup Travel Assistants

You can delegate another employee Travel Arranger permissions to allow them to book travel via Concur on your behalf. Please note that the travel arranger will be able to view your personal details such as Date of Birth, Passport Number and the last 4 digits of any credit cards in your profile.

1	From the Concur home page, click <b>Profile</b> , and select		
	Profile Settings	MA Traveler Tes	st ings   Sign Out
2	Click Setup Travel Assistant	SAP Concur C Requests Travel Expense App Center	
	from the Profile Options. [or you can	Profile Personal Information System Settings Concur Mobile Registration	P Travel Vacation Reassignment
	Click Assistants/Arrangers under	Your Information Profile Options Personal Information Select one of the following to customize your user profile.	
	Travel Settings located on the	Contact Information Contact Information Personal Information Email Addresses Your home address and emergency contact information. Emergency Contact Company Information	System Settings Which time zone are you in? Do you prefer to use a 12 or 24- hour clock? When does your workday start/end?
	left-hand side of the page.]	Credit Cards Voru company name and business address or your remot Travel Settings to calor address. Travel Preferences Credit Card Information International Travel Vou can store your credit card Information here so you don	e Contact Information How can we contact you about your travel arrangements? Setup Travel Assistants 't You can allow other people within your companies to book trips
		AssistantisArrangers Request Settings Request Settings Travel Vacation Reasignment Travel Vacation Reasignment	Travel Profile Options     Carrier, Hotel, Rental Car and other travel-related preferences.     Exponse Delegates     Delegates are employees who are allowed to perform work on
		Request Delegates Going to be out of the office? Configure your backup travel	behalf of other employees.
3	Click +Add an Assistant Assistants and Travel Arrangers Go to top		
	Please select the individuals within your organization that you would like to give permission to perform travel functions for you.		
		Your Assistants and Travel Arrangers	Add an Assistant
4	Then add the Employee's name you want to Delegate.		
	Click either Can book travel for me (can only book travel).		<ul> <li>Add an Assistant — Mozina FileTox</li> <li>☐ https://www.concursolutions.com/p ☆ =</li> </ul>
	Or, Is my primary assistant for travel (can book travel, Add an Assistant		
	update User Profile, and receive emails in regards to your travel. Then Save. Note: In order to make someone a Travel Assistant/Arranger, you would also add them as a Delegate for Travel Request/Expense.		
			Save Cancel