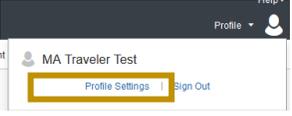
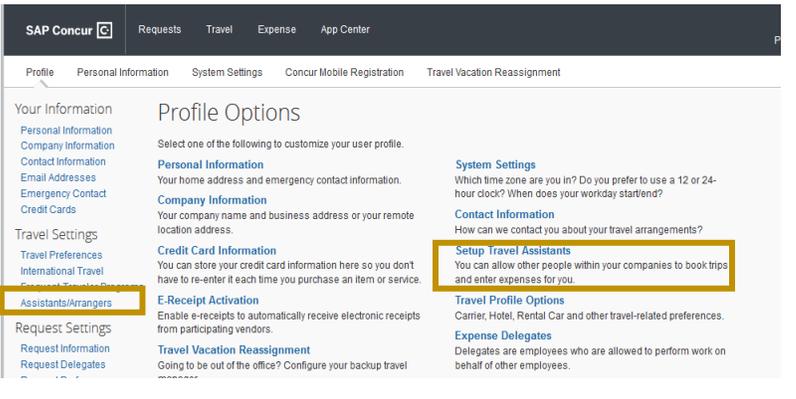


Setup Travel Assistants

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	<p>From the Concur home page, click Profile, and select Profile Settings</p>	
2	<p>Click Setup Travel Assistant from the Profile Options. [or you can Click Assistants/Arrangers under Travel Settings located on the left-hand side of the page.]</p>	
3	<p>Click +Add an Assistant</p>	
4	<p>Then add the Employee's name you want to Delegate. Click either Can book travel for me (can only book travel). Or, Is my primary assistant for travel (can book travel, update User Profile, and receive emails in regards to your travel. Then Save.</p> <p>Note: In order to make someone a Travel Assistant/Arranger, you would also add them as a Delegate for Travel Request/Expense.</p>	