

There are two types of access a Traveler can grant to another user within Concur.

- **Delegate (Request/Expense):** Assists with the **Request** and/or **Expense Report** documents.
- **Travel Assistant/Arranger:** Assists with the **Booking of Travel**.

NOTE: If you are a **Delegate**, you can access the **Request** and **Expense** tabs, if you are a **Travel Assistant/Arranger**, you can access the **Travel** tab. If you are both a **Delegate** and a **Travel Assistant/Arranger**, you can access the **Request**, **Expense**, and **Travel** tabs. If you have been designated as a **Delegate** who can approve on behalf of this person, you may also see an **Approvals** tab.

1. Start at the **Concur Homepage**, select **Profile**. Enter the individual's name or NetID in **Search by Name or ID** field.

NOTE: You will only be able to locate those individuals who have identified you as a delegate and/or travel arranger. If the user you are attempting to delegate/arrange for is not a listed option, please contact the user and request them to add you as a delegate and/or travel arranger.

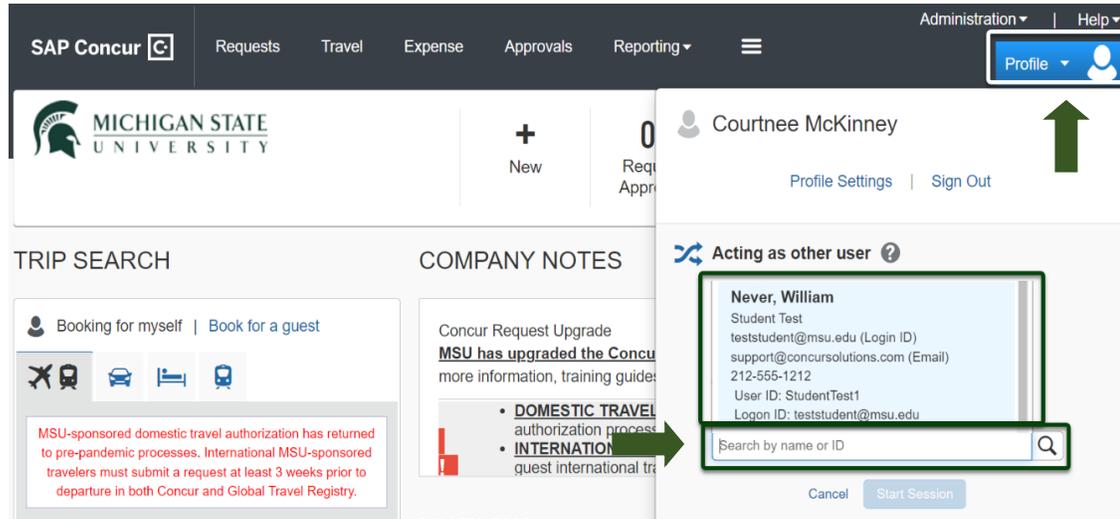


Exhibit 1

2. Select the individual's name from pull-down list. Select **Start Session**.

NOTE: User Bar should display Individual's Name.

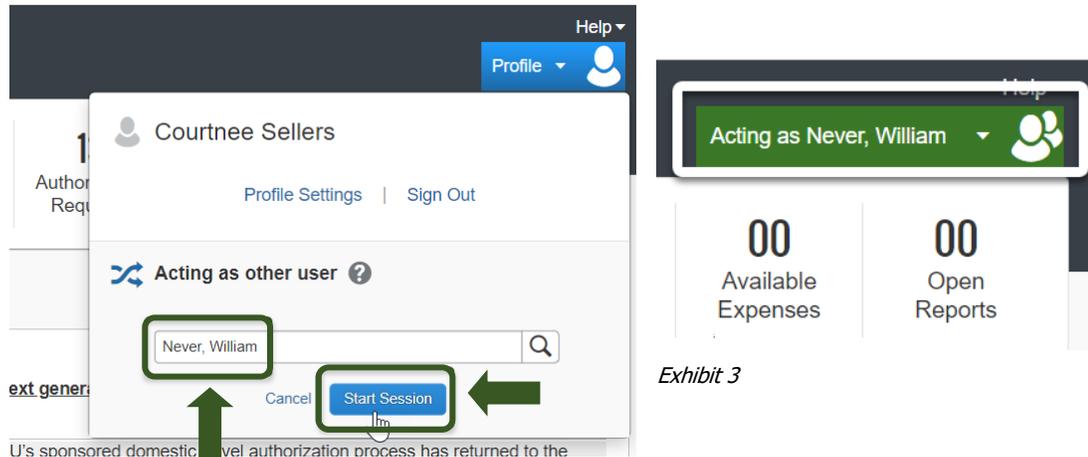


Exhibit 2

Exhibit 3

3. When submitting a request, there are two different policies to choose from: **Profiled Traveler Policy** and **Non Profiled Traveler Policy**. Select **Profiled Traveler Policy** if the person traveling is an MSU employee (faculty, staff, or student employee) or select **Non Profiled Traveler Policy** if the person traveling is a guest of MSU or a student who is not employed by MSU.

Exhibit 4

NOTE: The combination of the policy chosen and the person identified in the Profile will determine who will receive any travel reimbursement processed in the request.

- If I am logged in as myself and choose **Profiled Traveler Policy**, and reimbursement processed in the request will pay me.
- If I am acting on behalf of another employee and choose **Profiled Traveler Policy**, any reimbursement processed in the request will pay the traveler it is being prepared for.
- If I am logged in as myself or acting on behalf of another employee and choose **Non Profiled Traveler Policy**, any reimbursement processed will ask for a KFS Vendor ID to pay the guest.

4. To end a delegate or travel arranger session, select the **Acting as User** menu >**Done acting for others**.

Exhibit 5