

Concur: Access & Delegate Setup

Get a Concur Account:

- Complete Concur online access form [HERE](#) (travel.utah.edu – scroll down to Travel Training)
- When needed, Concur Training videos are found [HERE](#), filtering videos by 'traveler'
- Your supervisor is Tieya Mayne u6027678 - tieya.mayne@utah.edu (this is NOT your PI)
- Include the following as your delegates

Sam Lee u6055573 - sam.l.lee@utah.edu

Ashley Herman - u6059592 – ashley.herman@utah.edu

Tieya Mayne u6027678 – tieya.mayne@utah.edu

- Your role is a 'traveler'
- The BU is '01'
- The Activity/Org: 05470 Geology & Geophysics / Org: 00106
- Once you have access (should take 1-2 days), follow the directions below

Setup Delegates:

- Sign into Concur (travel.utah.edu – 'Concur Login' in the red box **OR** CIS – 'Travel: login to SAP Concur')
- On the top right, go to 'Profile' and then 'Profile Settings'
- Complete your profile
- On the left, under 'Request Settings', go to 'Request Delegates'
- Sam Lee, Ashley Herman & Tieya Mayne should already be listed. If they aren't, click on the blue 'Add' button and one at a time, make the following people delegates:
 - Sam Lee u6055573 - sam.l.lee@utah.edu
 - Ashley Herman u6059592 – ashley.herman@utah.edu
 - Tieya Mayne u6027678 – tieya.mayne@utah.edu
- Once all names show up below, click the boxes for each person, as shown below.
- Click on the blue **'SAVE'** button

Sam & Ashley

Tieya

Can Prepare	Can Book Travel	Can Submit Reports	Can Submit Requests	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>