Concur Travel Online Booking Tool
Assigning a Travel Arranger/Assistant

Purpose: Should a traveler wish to delegate travel booking to another CMU travel profile user, please follow the outlined steps to grant permission.

On the Concur Travel home screen go to **Profile** at the right top corner of the screen and select **Profile Settings**.
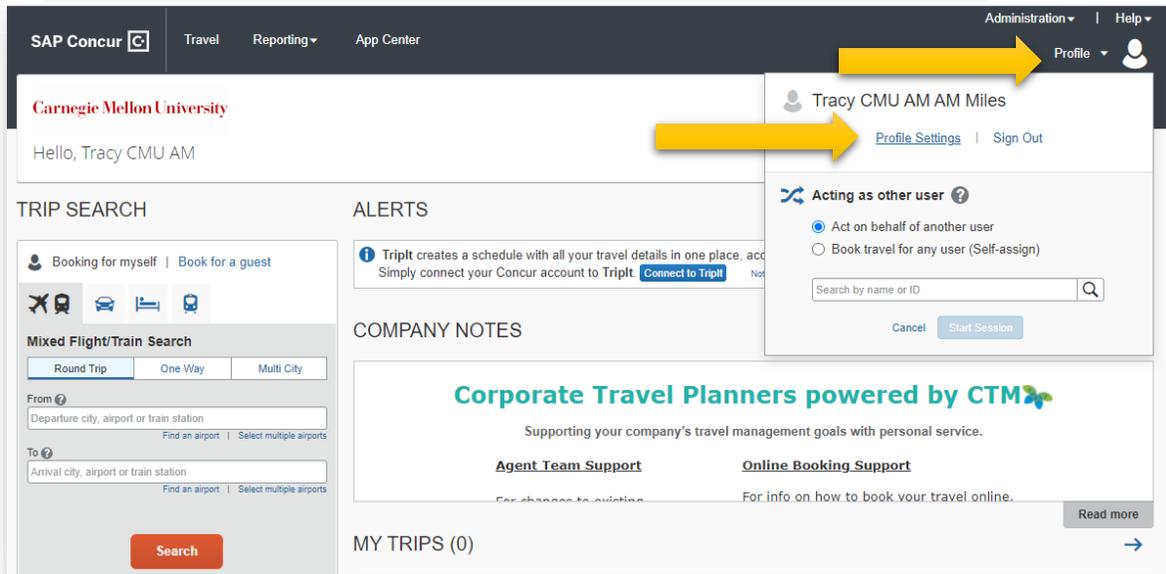
Within Profile Options, select **Setup Travel Assistants**.

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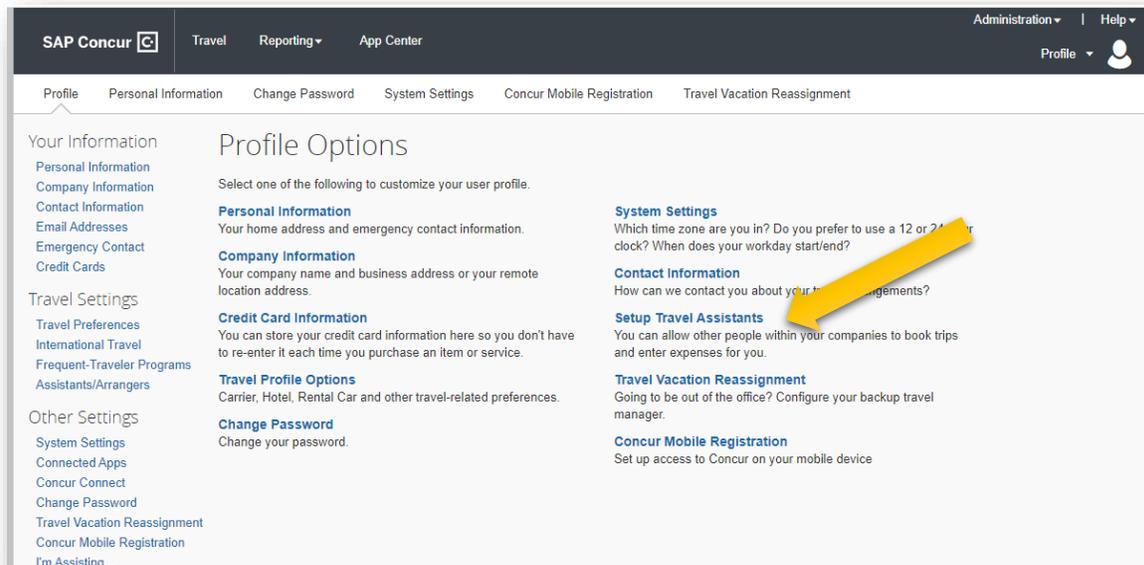
Select **Add an Assistant** and enter the first and last name of the CMU profiled user you would like to coordinate travel on your behalf into the search box.
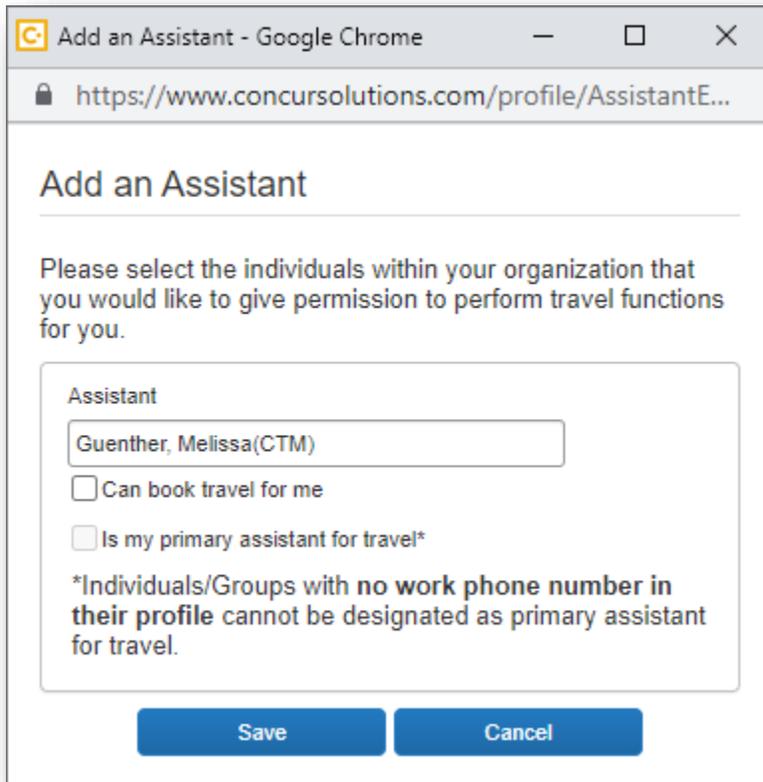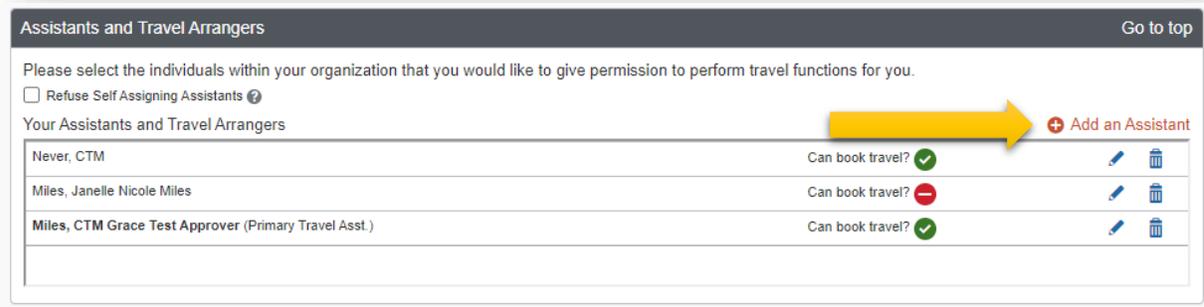
Select whether the user **Can book travel for me** and/or **Is my primary assistant for travel**.

Click Save and the user will now be able to emulate into your profile and coordinate travel on your behalf.