

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**.

SAP Concur C Travel Reporting -	App Center	Profile + Q
Carnegie Mellon University Hello, Tracy CMU AM		Tracy CMU AM AM Miles Profile Settings   Sign Out
RIP SEARCH	ALERTS	Acting as other user     Acting as other user
Booking for myself   Book for a guest	Triplt creates a schedule with all your travel details in one place, acc Simply connect your Concur account to Triplt. Connect to Triplt Nor	O Book travel for any user (Self-assign)
🗙 😡 😭 🖳 😡 Mixed Flight/Train Search	COMPANY NOTES	Search by name or ID Q Cancel Start Session
Round Trip         One Way         Multi City           From @	Corporate Travel Planne Supporting your company's travel mana Agent Team Support Onl	gement goals with personal service.
	MY TRIPS (0)	Read more

## Within Profile Options, select Setup Travel Assistants.

SAP Concur 🖸 Trav	rel Reporting - App Center	Profile 👻		
Profile Personal Information	n Change Password System Settings Concur Mobile R	egistration Travel Vacation Reassignment		
Our Information Personal Information Company Information	Profile Options Select one of the following to customize your user profile.			
Contact Information Email Addresses	Personal Information Your home address and emergency contact information.	System Settings Which time zone are you in? Do you prefer to use a 12 or 24		
Emergency Contact Credit Cards	Company Information Your company name and business address or your remote location address.	clock? When does your workday start/end? Contact Information How can we contact you about your the agements?		
Travel Preferences International Travel	Credit Card Information You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.	Setup Travel Assistants You can allow other people within your companies to book trips and enter expenses for you.		
Assistants/Arrangers	Travel Profile Options Carrier, Hotel, Rental Car and other travel-related preferences.	Travel Vacation Reassignment Going to be out of the office? Configure your backup travel		
Other Settings	Change Password	manager.		
System Settings Connected Apps Concur Connect Change Password Travel Vacation Reassignment Concur Mobile Registration	Change your password.	Concur Mobile Registration Set up access to Concur on your mobile device		



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.

ease select the individuals within your organization that you would like to give permission t Refuse Self Assigning Assistants 🍘	o perform travel functions for you.		
ur Assistants and Travel Arrangers		🕒 🔂 Add an A	ssistant
ever, CTM	Can book travel? 📀		â
iles, Janelle Nicole Miles	Can book travel? 😑	,	ŵ
iles, CTM Grace Test Approver (Primary Travel Asst.)	Can book travel? 🤣		ŵ

Add an Assistant - Google Chro	ome	-		×
https://www.concursoluti	ions.com/p	rofile//	Assistan	itE
Add an Assistant				
Please select the individuals v you would like to give permiss for you.	vithin your o ion to perfo	organiza rm trav	ation tha el functi	it ons
Assistant				
Guenther, Melissa(CTM)				
Can book travel for me				
Is my primary assistant for tra	avel*			
*Individuals/Groups with no their profile cannot be des for travel.	o work pho signated as	<b>ne nun</b> primary	n <b>ber in</b> / assista	nt
Save	Ca	ncel		

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.