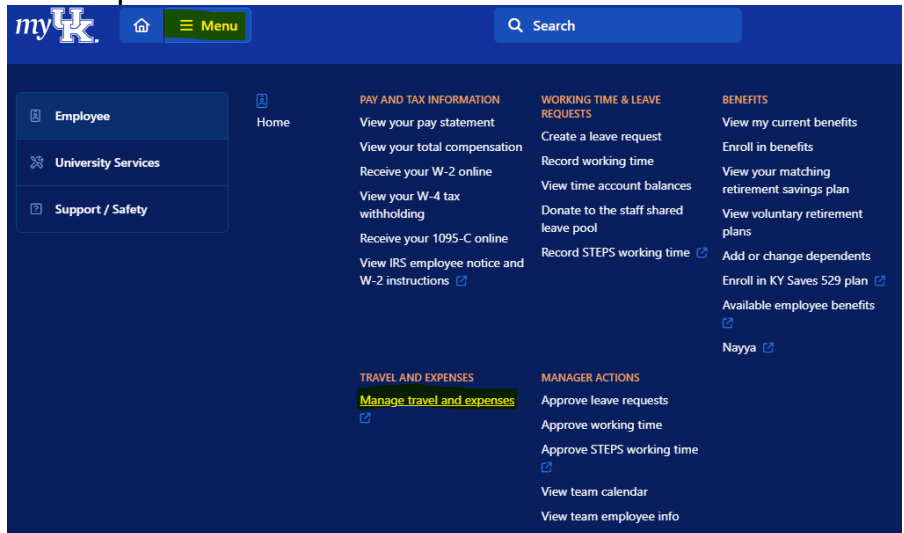# Concur Travel – Assigning a Travel Assistant/Arrangers

Travel Assistants/Arrangers can be added to view or modify your profile or to book travel and trips on your behalf.
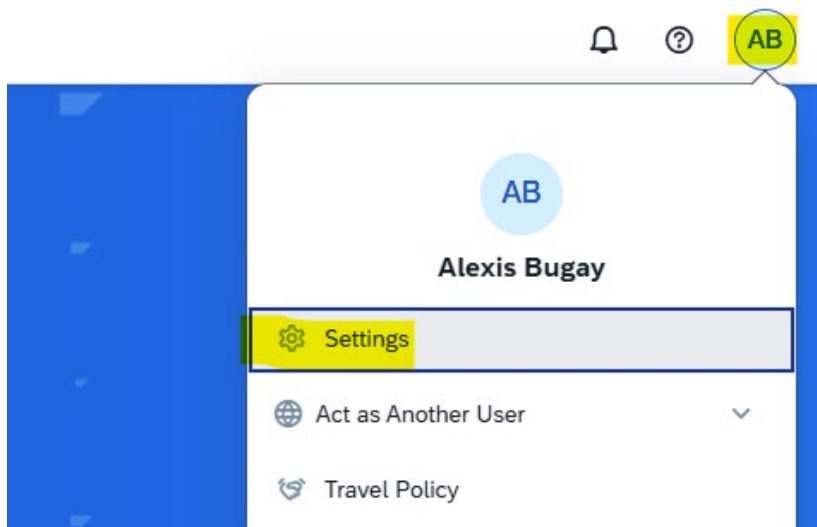
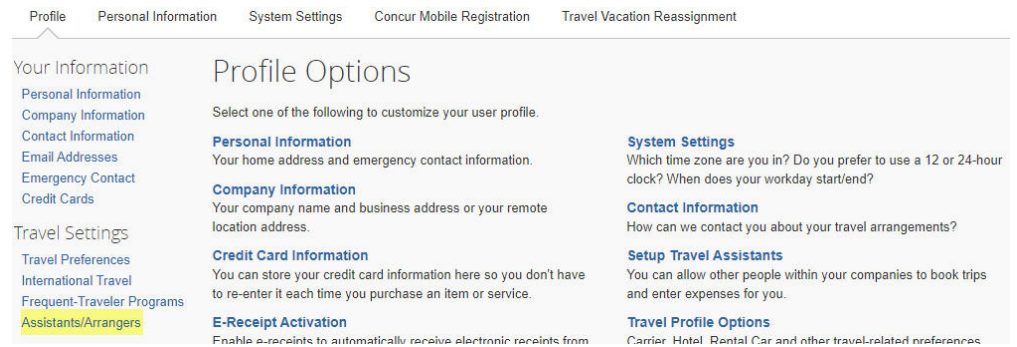| Assigning a Travel Assistant/Arrangers	
Login to SAP Concur	• Login to MyUK • Click the Menu dropdown and select "Manage travel and expenses" • From the Concur homepage, click Open Profile, then Settings.

Concur Travel – Assigning a Travel Assistant/Arrangers

Assign a Travel Assistant/Arranger	• Under Travel Settings click Assistants/Arrangers
	• Click Add an Assistant
	• Search for the individual you would like to assign as your Travel Assistant/Arranger
	• Click Save