

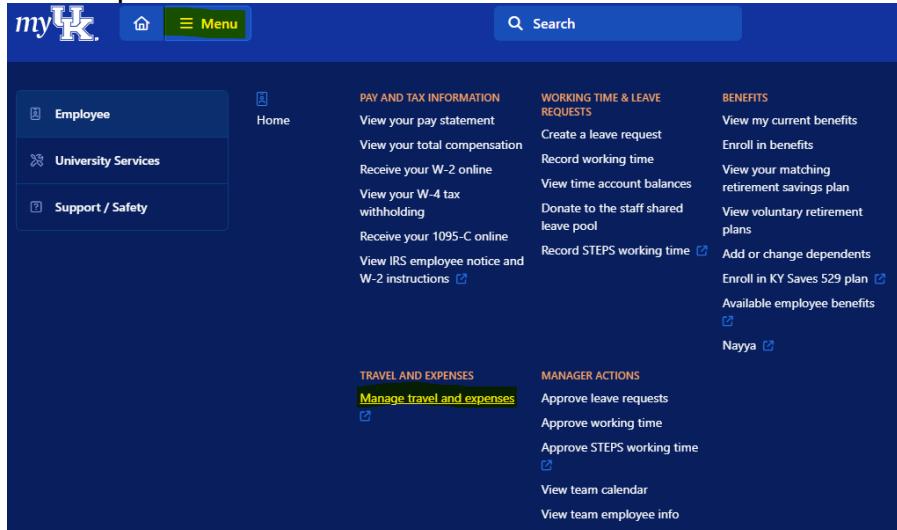
Concur Travel – Assigning a Travel Assistant/Arrangers

Travel Assistants/Arrangers can be added to view or modify your profile or to book travel and trips on your behalf.

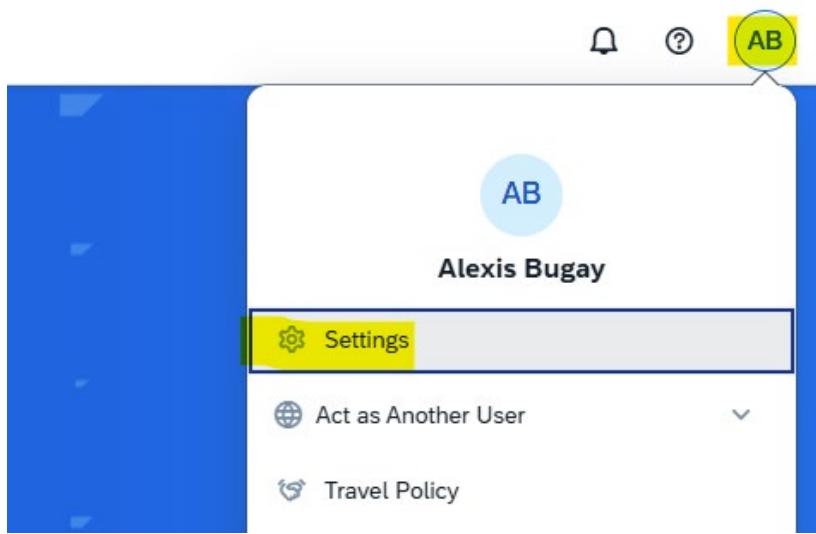
Assigning a Travel Assistant/Arrangers

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

Profile Personal Information System Settings Concur Mobile Registration Travel Vacation Reassignment

Your Information

Personal Information
Company Information
Contact Information
Email Addresses
Emergency Contact
Credit Cards

Travel Settings

Travel Preferences
International Travel
Frequent-Traveler Programs
Assistants/Arrangers

Profile Options

Select one of the following to customize your user profile.

Personal Information
Your home address and emergency contact information.

Company Information
Your company name and business address or your remote location address.

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.

E-Receipt Activation
Enable e-receipts to automatically receive electronic receipts from

System Settings
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information
How can we contact you about your travel arrangements?

Setup Travel Assistants
You can allow other people within your companies to book trips and enter expenses for you.

Travel Profile Options
Carrier Hotel Rental Car and other travel-related preferences

- Click Add an Assistant

Assistants and Travel Arrangers Go to top

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Refuse Self Assigning Assistants

Your Assistants and Travel Arrangers

Assistant	Can book travel?	Update/Delete
Support Desk, AAA Online	Can book travel? <input checked="" type="checkbox"/>	

+ Add an Assistant

Save

- Search for the individual you would like to assign as your Travel Assistant/Arranger

Add an Assistant

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Assistant

Can book travel for me

Is my primary assistant for travel*

*Individuals/Groups with no work phone number in their profile cannot be designated as primary assistant for travel.

Save Cancel

- Click Save