

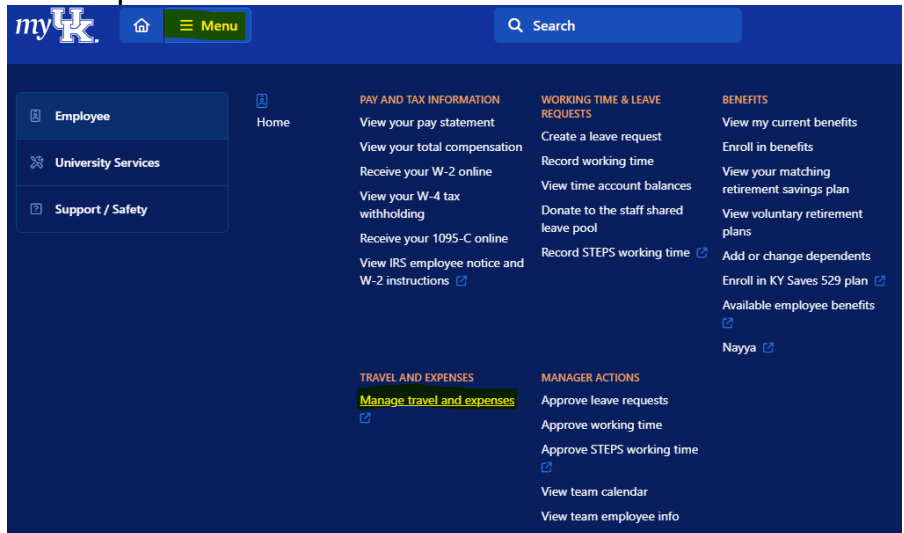
Concur Travel – Assigning a Travel Assistant/Arrangers

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

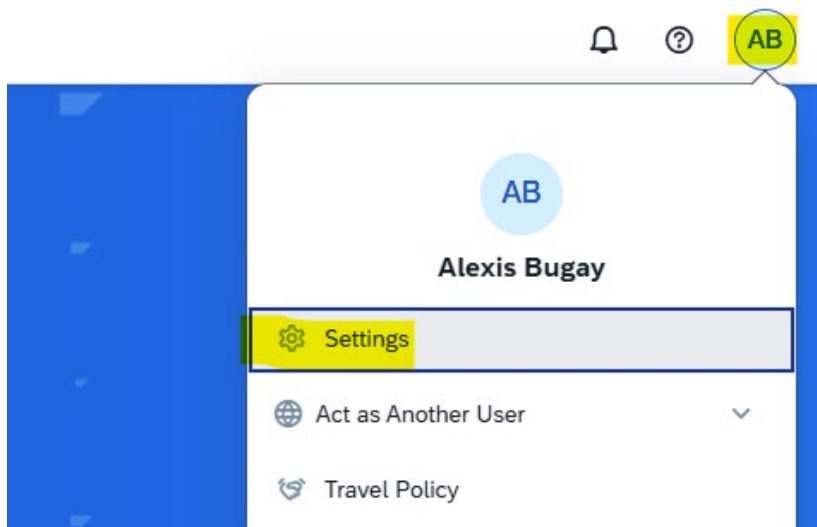
Assigning a Travel Assistant/Arrangers

Login to SAP Concur

- Login to MyUK
- Click the Menu dropdown and select “Manage travel and expenses”



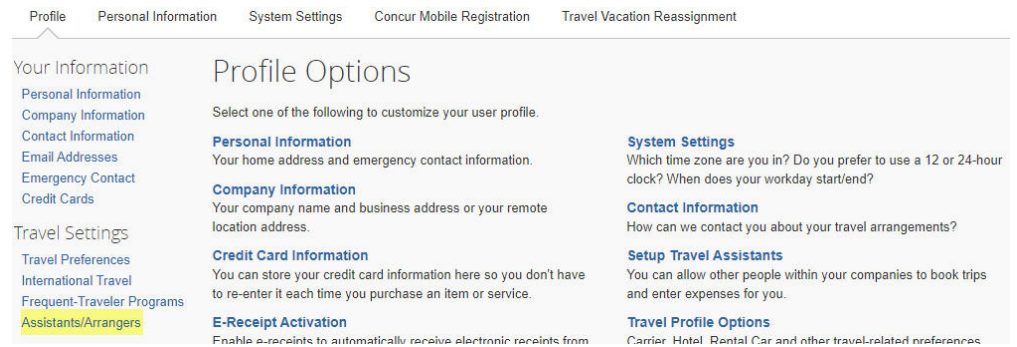
- From the Concur homepage, click Open Profile, then Settings.



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

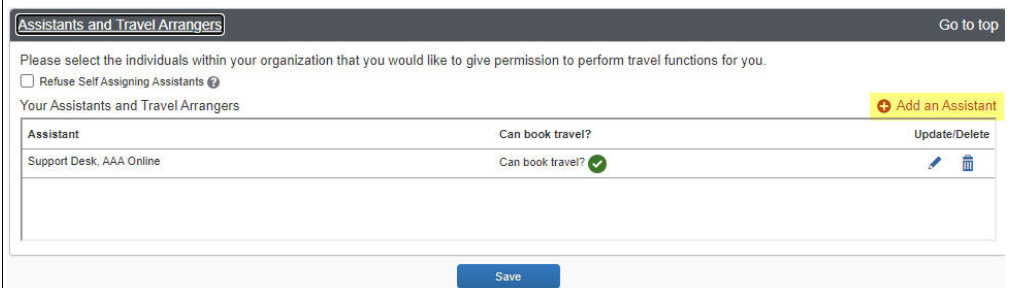
- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers**

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.

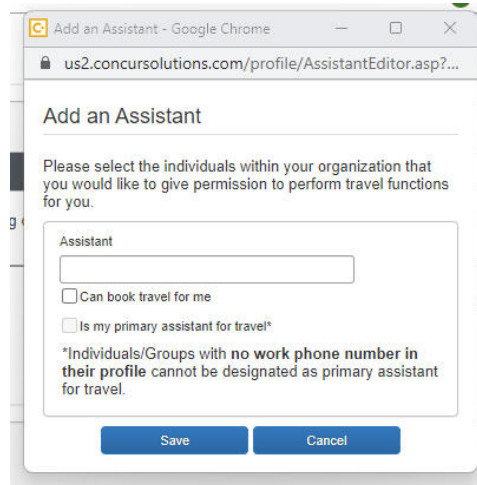
☐ Refuse Self Assigning Assistants

Your Assistants and Travel Arrangers **+ Add an Assistant**

Assistant	Can book travel?	Update/Delete
Support Desk, AAA Online	Can book travel?	

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