

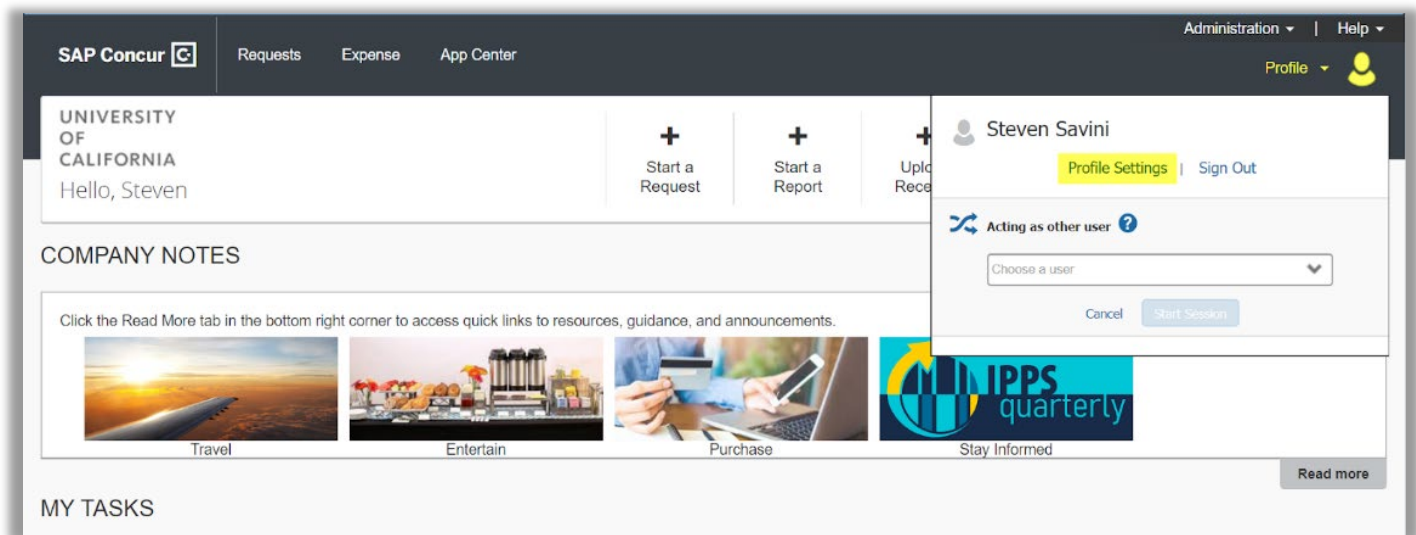
# How to Add a Request Delegate and an Expense Delegate in Concur

## Steps to Take

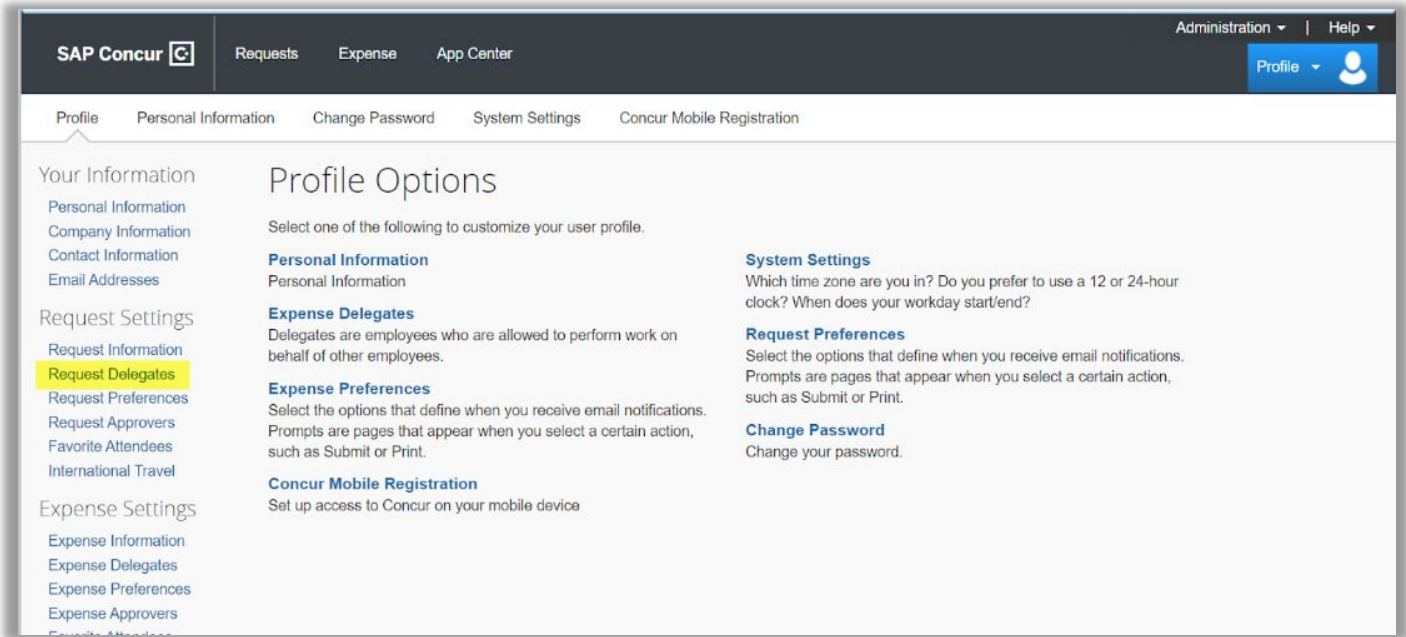
The **Request** and **Expense** modules share delegates, by assigning permissions to a delegate in one area, you are assigning permissions for both **Request** and **Expense**. \*\*Your Supervisor should be one of your delegates, as well as your report approver. Please speak with your Supervisor to ensure that you list the correct delegates in your Concur profile

To set up a **Request Delegate**, perform the following steps (which correspond to setting up an Expense Delegate):

1. Log into Concur using your Single Sign-On, see the [How to Log Into Concur](#) KBA for more guidance on this procedure
2. Select the **Profile** Icon on the upper right of page
3. Select **Profile Settings**



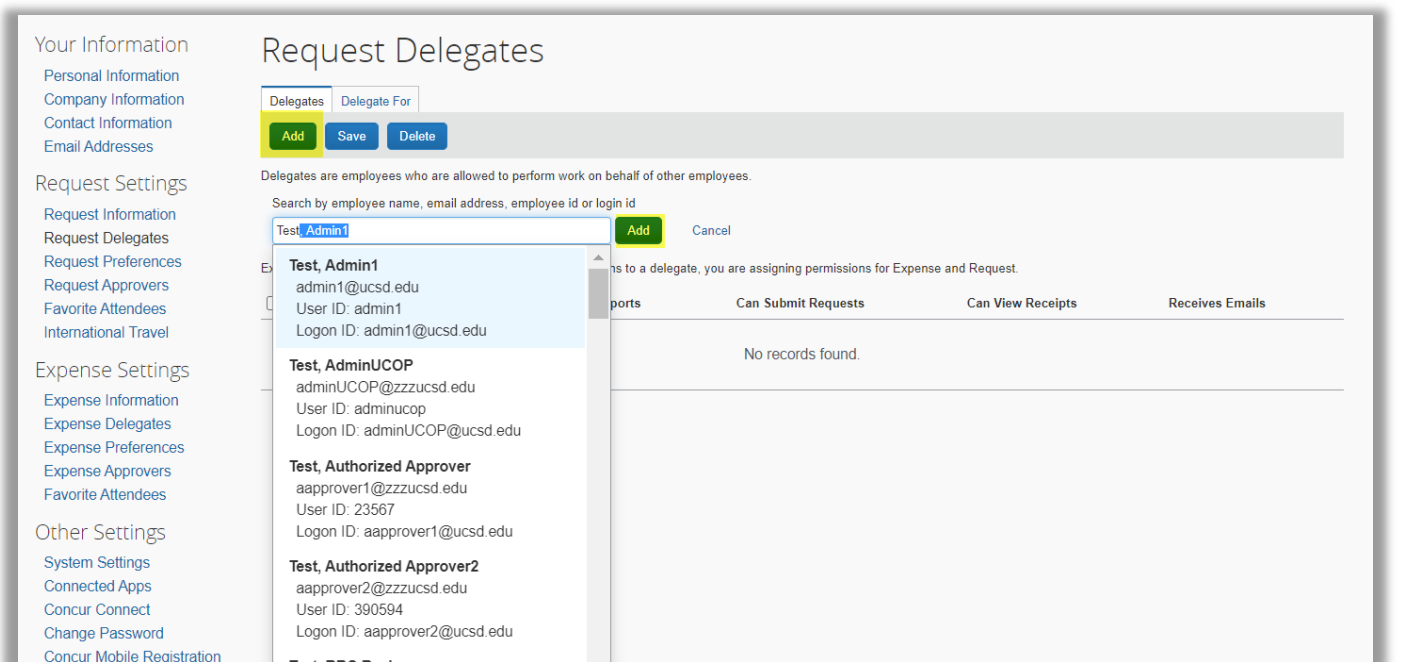
4. In the left task pane, in **Request Settings**, select **Request Delegates**



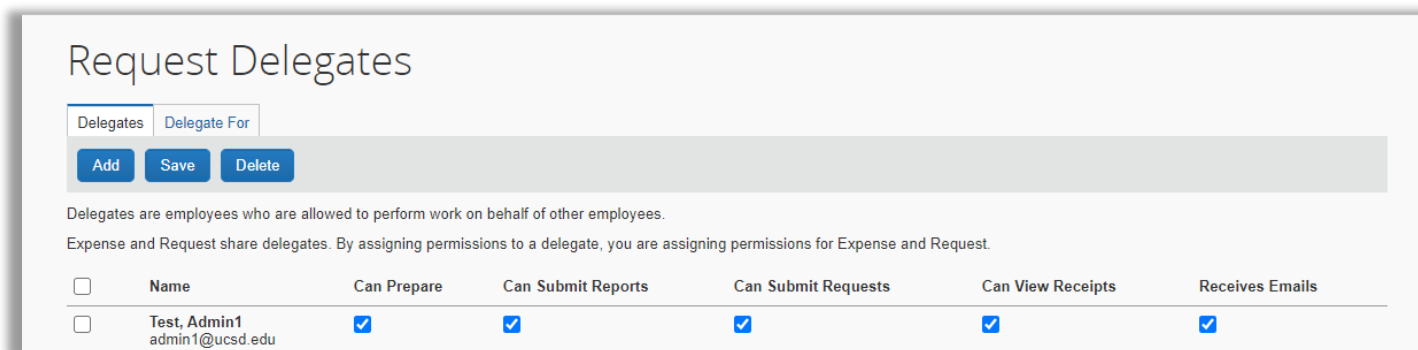
5. In the **Delegates** tab, select **Add**

6. In the search field, enter the **Last, First** name of the employee, you wish to become a delegate for you, then select the employee

7. Select the **Add** button to the right of search field



8. The selected user will be added to the list of delegates
9. To manage their permissions, check the boxes corresponding to the actions they can take on your behalf
10. Select **Save**



11. Review the Overview section, for the restrictions as to what a delegate is able to do
12. The **Request** and **Expense** modules share delegates, by assigning permissions to a delegate, you are assigning permissions for **Expense** and **Request**
13. If you prefer to set up an **Expense Delegate**, even though they share permissions with the **Request Delegate**, perform the same procedure, and in **Profile Options**, select **Expense Delegates**

The designated delegate will now be able to act on your behalf within the **Expense** module and **Request** module

If you still have questions or need additional assistance, please submit a [ticket](#)