


Adding a Delegate in Concur

1. Click <https://finance.tennessee.edu/travel/>
2. Click on the blue Concur icon 
3. Select "Login to Concur"
4. Sign in using your UT credentials
5. Enter your DUO security code
6. Click profile in the upper right corner
7. Click profile settings under your name
8. Click expense delegates on the right side
9. Click blue add tab
10. Enter April Phetteplace
11. Highlight & click April Phetteplace and the computer will add her name to the list
12. Click the following boxes:
 - a. Can prepare (can view receipts will automatically check when you check can prepare)
 - b. Can submit reports
 - c. Can submit requests
 - d. Can view receipts
 - e. Can use reporting
 - f. Receives emails
 - g. Can approve
 - h. Receives approval emails
13. Click save
14. Repeat steps 8 -11 to add Kirsha Smith
15. Repeat steps 8 - 11 to add Lisa Pressgrove
16. Click profile in the upper right corner
17. Click sign out