

A delegate is a user who is granted permission to act on behalf of another user to perform tasks such as creating, submitting, and approving expense reports. For information about how users assign delegates and verify email addresses, see *Assigning a Delegate*.

Note that you can only act as a delegate for someone if you have the same level or higher permissions, and they must assign you as a delegate.

- To act as a delegate for another user, select Profile, and then verify that the Act on behalf of another user option is selected.
- 2. Enter all or part of the appropriate user's name.



3. Select the user from the list, and then select **Start Session**.

You are now acting as a delegate for this user, and your rights and privileges as their delegate are determined. They might allow you to prepare and submit expense reports or approve expense reports on their behalf.



SAD

SAP Concur C

To email receipts on behalf of the user you are working for, you will need to verify your own email address (and possibly originate the verification of the user's email address), in the respective profiles.

 Select Acting as <user name>, and then select Profile Settings.



5. Select Email Addresses.



Once both email addresses are verified, you can send receipt images for reporting from your laptop or from a mobile device to receipts@concur.com. If you have the Expenselt add-on product, send your receipt images to receipts@expenseit.com.



SAP Concur C

When you are sending receipts on behalf of another user, enter only their email address in the **Subject**: line and attach the appropriate receipt(s).



SAP

Once you email the receipts and are acting on the user's behalf, the images are viewable and ready for use in reporting from the **Manage Expenses** screen in the **Available Receipts** section.

Manage Expenses	Cash Advances	Processor+	Administer Authorization Requests	
Manage Ex				
REPORT LIBRA	RY View Active	Reports 🔻		
Create Nev	v Report			
AVAILABLE EXPENSES View All Expenses Combine Expenses Move to				
No Expenses When expenses come in, they will be added to this list.				
Enable Expense Assistant and these expenses will be placed in a report for you. Learn More				
AVAILABLE RECEIPTS Image Formats: jpg., pdf. of, or .bmp. Requirements: 200dpi or higher, 24 bit color (3.88 mega-pixel or higher for smartphones)				
	Ceipt Image	INM	ST 123 FA SEAT CARTRIDGE	OFFICE SUPPLY STORE SED FAKE STREET SEATTLE, WA DESK CHAIN DESK CHAIN INK CANTHALDEE SALES TAX 10X TOTAL: 1

SAP Concur 🖸

 To return to working for yourself, select Acting as <user name>.



SAP