

1. Overview

In Concur, Delegates are able to perform a number of tasks on behalf of another user, including creating/approving Expense Claims. This guide provides instructions on how to Act on behalf of someone else, as a Delegate. Specifically, it will cover:

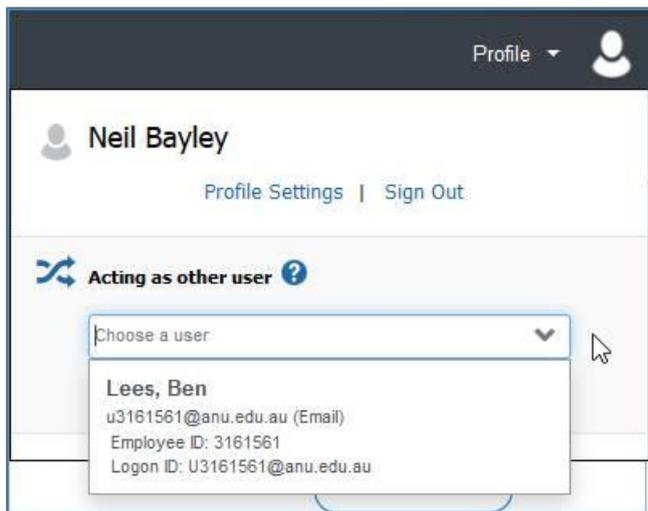
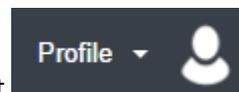
- How to switch to a Delegated Profile
- How to return to your own account

Note:

- Delegates can prepare, but not approve the same Expense Claim.
- Delegates cannot complete an online Missing Receipts Declaration on behalf of someone else.

2. Switch to a Delegated Profile (Act as Other User)

When logged into Concur using your own Account, select



Choose

From the List displayed select the appropriate User and Select  - the list includes those Users that have set you up as a Delegate for their Profile.

When the screen refreshes, the user name on the left will change to the Employee you are 'Acting as a Delegate for', the Profile drop-down on the right will change to "Acting as" followed by the individual's name and the single person icon will change to two people, highlighted in green.



3. Create/Update/Approve the Expense Claim(s)

For detailed instructions, please refer to:

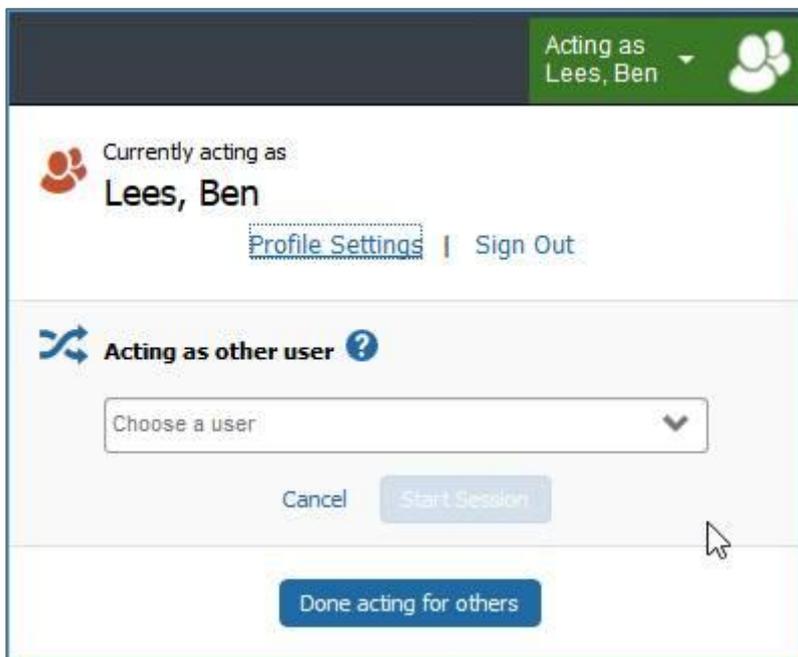
[Creating an Expense Claim – Purchase Card Transaction](#)

[Approving or Sending Back an Expense Claim](#)

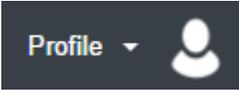
4. Return to your Own Profile

When you have completed all of your tasks on behalf of the user for whom you are a Delegate, you can easily return to your own Profile:

Select , then choose 



When the screen refreshes, you will be back to your own Account and the Acting as button will change back

to Profile. 

5. Additional Information

For additional information and user guides please visit the Concur Expense Management page:

<https://services.anu.edu.au/information-technology/software-systems/concur-expense-management>