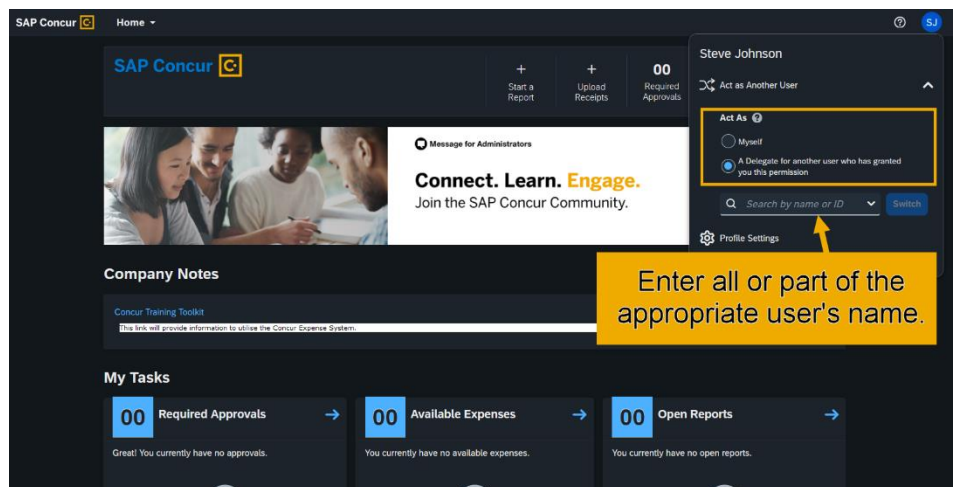


Acting as a Delegate

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.

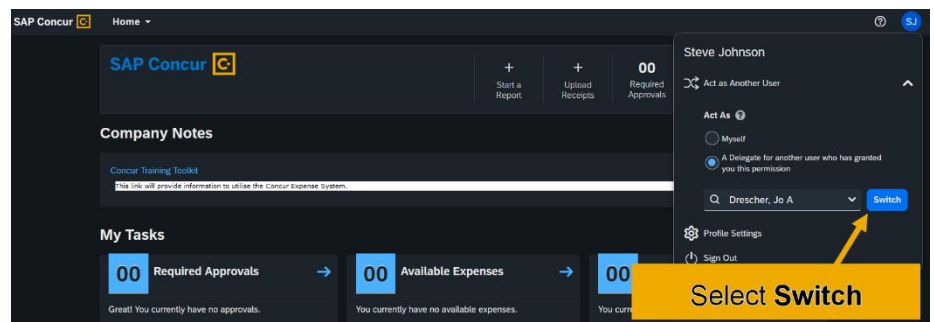
1. To act as a delegate for another user, select **Profile**, select **Act as Another User**, confirm that the **A Delegate for another user who has granted you this permission** option is selected.
2. Enter all or part of the appropriate user's name.



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

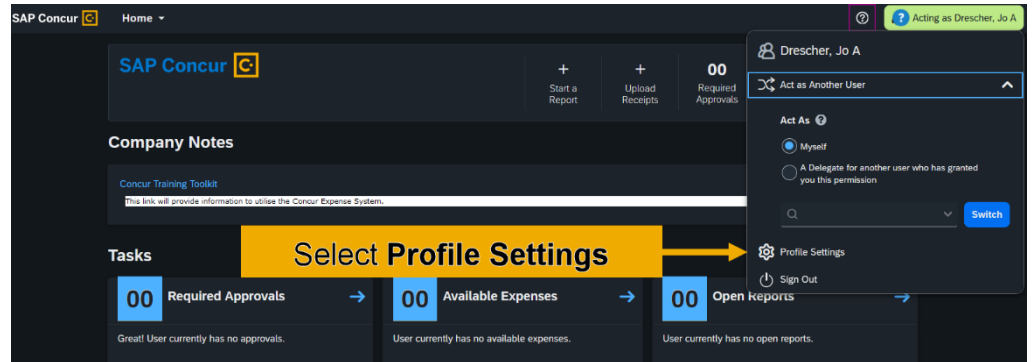
You are now acting as a delegate for this user, and your rights and privileges as their delegate are determined.

They might allow you to prepare and submit expense reports or approve expense reports on their behalf.

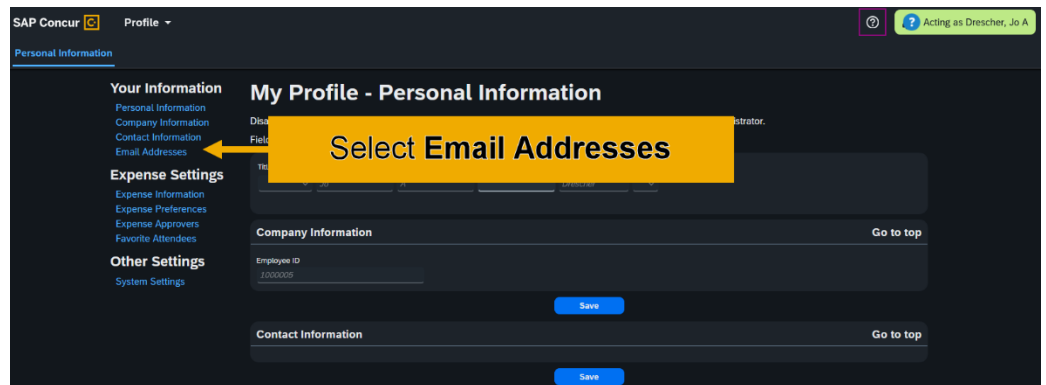


To email receipts on behalf of the user you are working for, you need to verify your own email address (and possibly originate the verification of the user's email address), in the respective profiles.

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

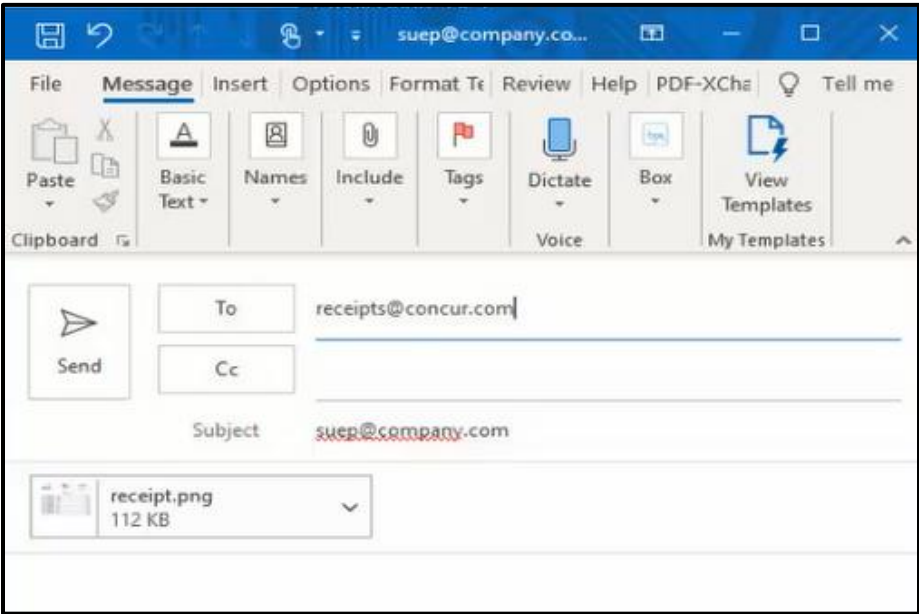


5. Select Email Addresses.

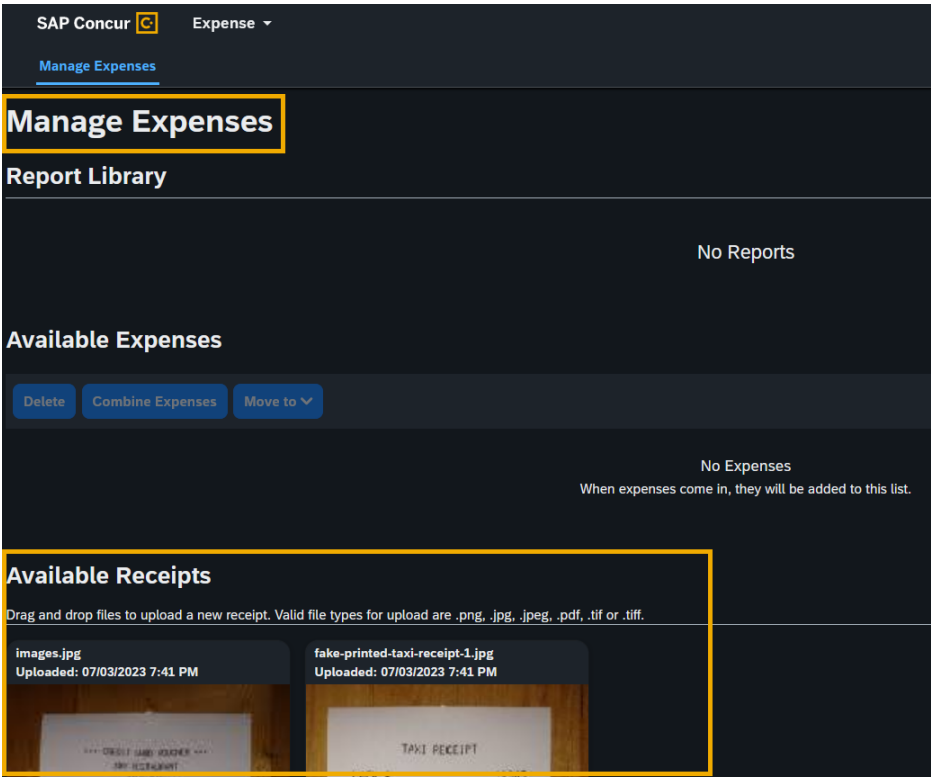


After both email addresses are verified, you can send receipt images for reporting from your laptop or from a mobile device to receipts@concur.com. If you have the Expenselt add-on product, send your receipt images to receipts@expenseit.com.

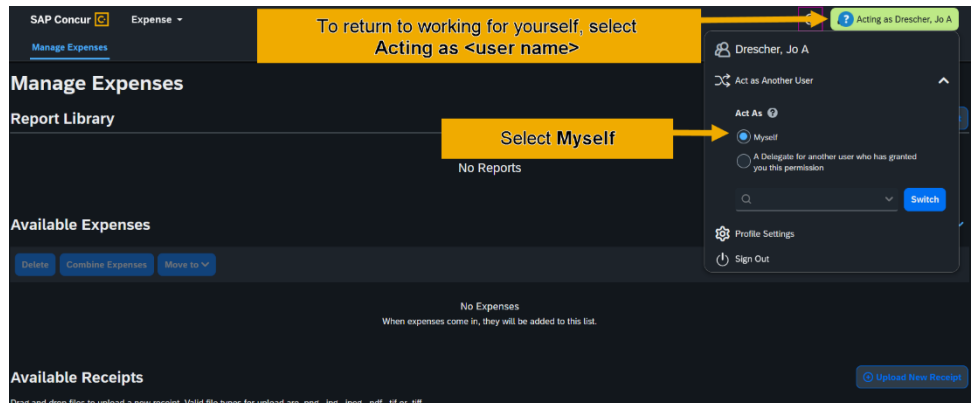
When you are sending receipts on behalf of another user, enter only their email address in the **Subject:** line and attach the appropriate receipt(s).



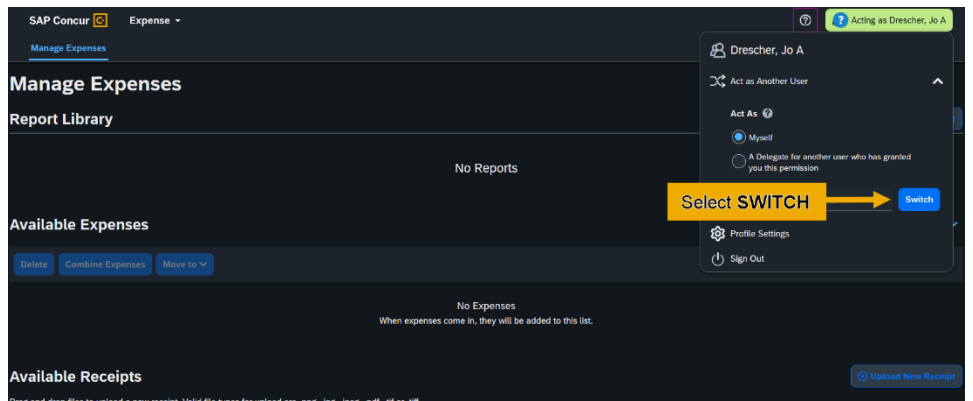
After you email the receipts and are acting on the user's behalf, the images are viewable and ready for use in reporting from the **Manage Expenses** screen in the **Available Receipts** section.



6. To return to working for yourself, select **Acting as** *<user name>*, select **Act as Another User** and then verify that the **Myself** option is selected.



7. Select **Switch**.



Last updated: 16 August 2023