1. Please use this link to access SAP Concur: concur.ucsd.edu

Login is your email address which ends with <u>ucsd.edu</u> and password is your normal password for UCSD business systems. To access **Profile Settings** please use **Profile** blue button on the top right side of your screen.

â con	cursolutions.com/home.as	р					☆
	SAP Concur 🖸	Requests	Travel	Expense	App Center	Help • Profile •	
	UNIVERSITY OF CALIFORNIA Hello,					Né Profile Settings Dign Out	

 To assign a delegate please click the button Add and search for the employee. You should add <u>both</u> 1) Assistant/Arranger in Travel Settings tab and 2) Delegate in Expense Settings tab. Request Delegate will be added automatically. Please note, when you add a travel assistant, the system requires you to complete a few mandatory fields (office phone, cell phone, date of birth, gender).

Company Information Contact Information Email Addresses Emergency Contact Credit Cards	Delegates Delegate For Add Save Delete Delegates are employees who are allowed to perform work on behalf of other employees. Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.									
Travel Settings		Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Receives Emails			
Travel Preferences International Travel Frequent-Traveler Programs					No records found.					
Assistants/Arrangers										
Request Settings										
Request Information										
Request Delegates										
Request Preferences										
Request Approvers										
Favorite Attendees										
Expense Settings										
Expense Information										
Expense Delegates										
Expense Preferences										
Expense Approvers										
Favorite Attendees										

 Please add your primary faculty assistant and give the full access to the expense system clicking all the boxes, so that your assistant can prepare and submit expenses and requests, view the receipts and receive emails. Please add the other faculty assistants, clicking all the boxes except for Receive Emails.

The list of assistants to add:

- Jocelyn Bernardo, jebernardo@ucsd.edu
- Jennifer Truong, jet005@ucsd.edu
- Alice Carr, <u>apcarr@ucsd.edu</u>
- Lindsey Rogers, <u>Imrogers@ucsd.edu</u>
- Nicholas Urioste, nurioste@ucsd.edu
- Pilar Alarcon, mdalarcon@ucsd.edu

SAP Concur 🖸 Re	quests	Travel Expe	ense App Center				Help • Profile •
Profile Personal Informati	ion Cl	hange Password	System Settings	Concur Mobile Registration	Travel Vacation Reassig	nment	
Your Information Personal Information Company Information Contact Information							
Email Addresses Emergency Contact Credit Cards	Delegates	are employees who a	e allowed to perform work gales. By assigning perm	on behalf of other employees.	ng permissions for Expense and F	Request.	\rightarrow
Travel Settings		Name	Can Prepare	Can Submit Reports	Can Submit Requests	Oan View Receipts	Receives Emails
Travel Preferences		Carr, Alice apcarr@ucsd.edu					