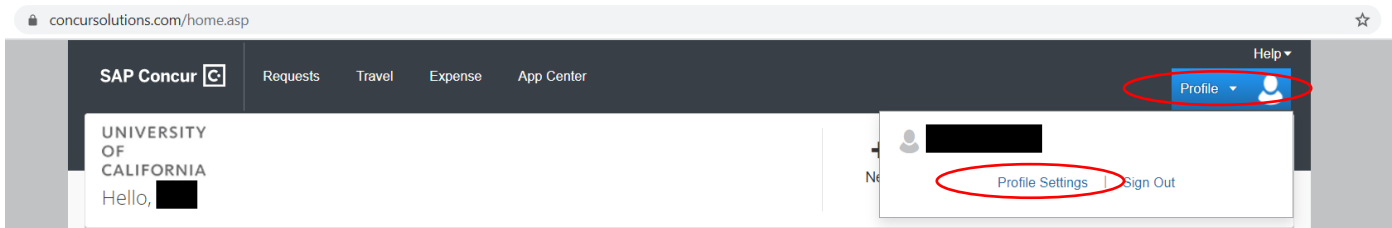


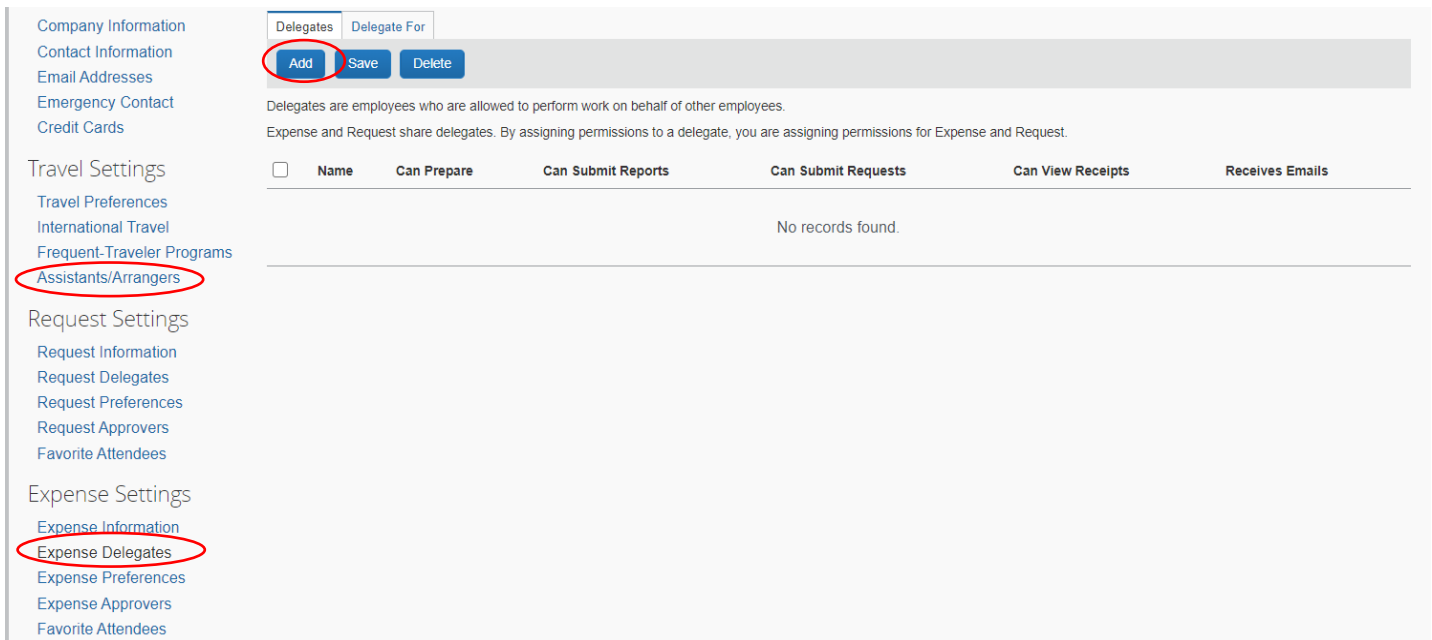
How to assign a delegate in Concur for expense and travel management

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

Login is your email address which ends with ucsd.edu 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.



2. To assign a delegate please click the button **Add** and search for the employee. You should add **both** 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).



3. 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, apcarr@ucsd.edu
- Lindsey Rogers, lmrogers@ucsd.edu
- Nicholas Urioste, nurioste@ucsd.edu
- Pilar Alarcon, mdalarcon@ucsd.edu

