

User Guide – Acting as a Delegate

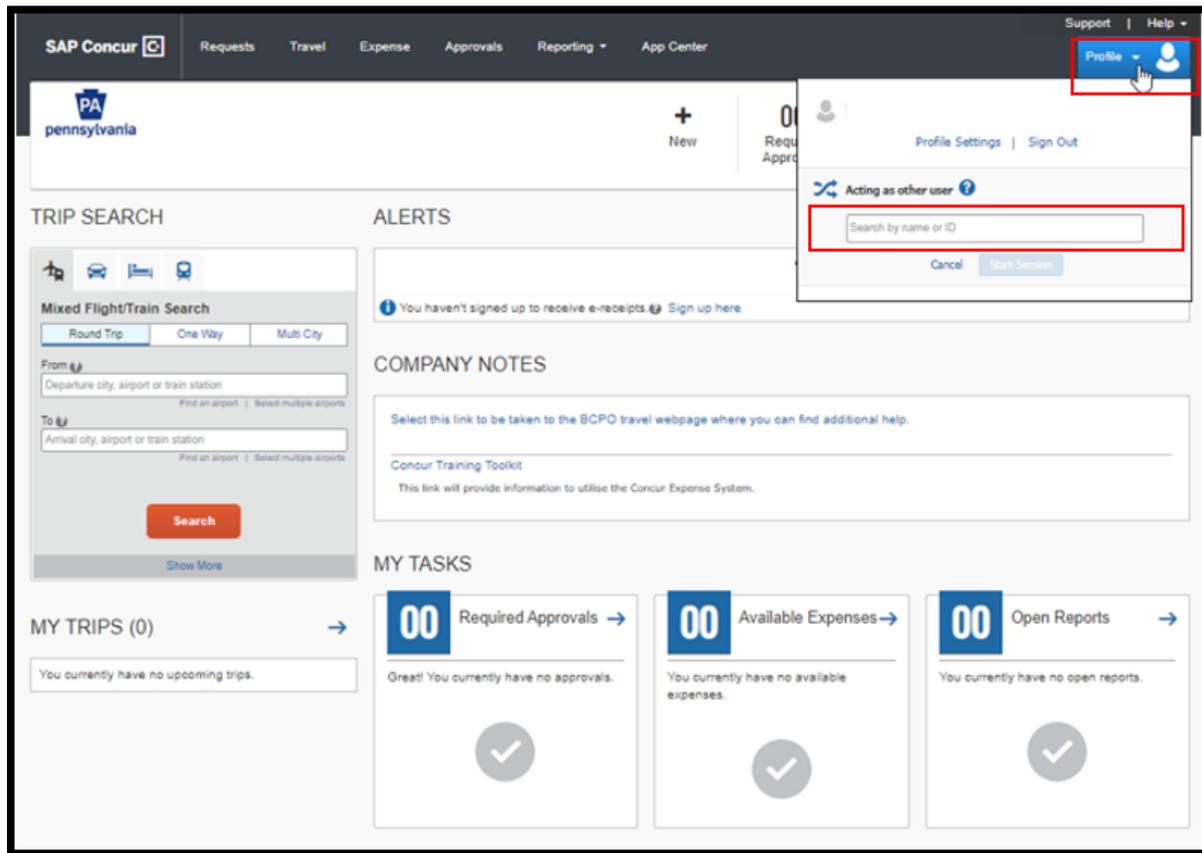
A delegate is a user who is granted permission to act on behalf of another user to perform tasks such as booking travel reservations, submitting expense reports, or approving workflow. This user guide is intended to show how to perform tasks as a delegate.

Acting as a Delegate

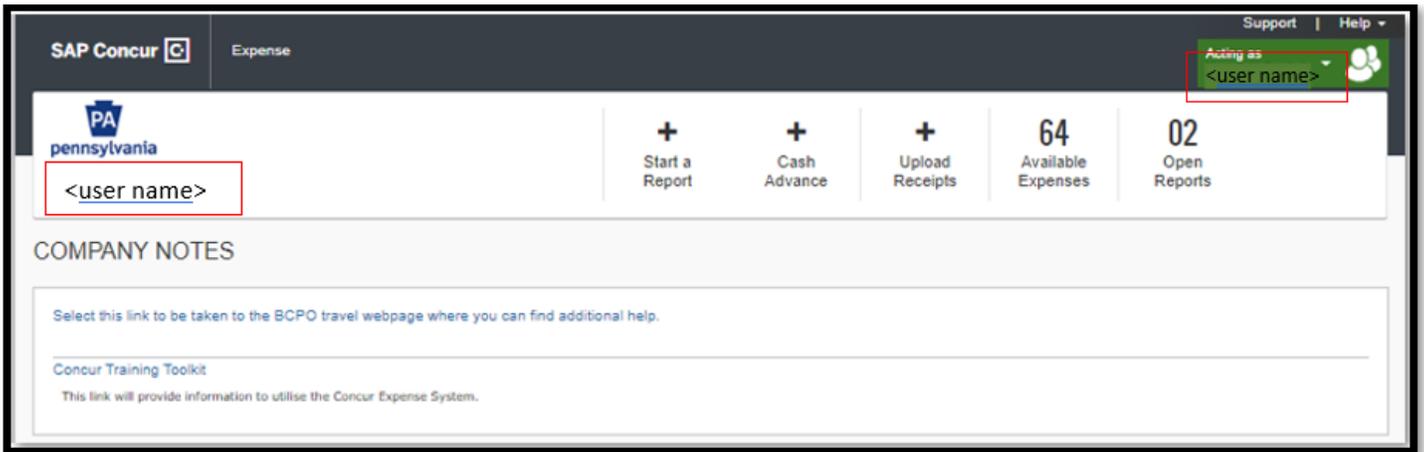
1. Sign into SAP Concur to access your home page. [Reference: SAP Concur User Guide – Signing In]

Important Note: Before you can act on another person’s behalf, they must have assigned you as their delegate and granted you permissions. [Reference User Guide: Assigning a Delegate]

2. On the home page, click on the **Profile** dropdown button. Enter all or part of the traveler’s name or 8-digit employee ID number in the **Search by name or ID** edit field under **Acting as other user**. Select the appropriate name from the list and then click the **Start Session** button.



3. You are now acting as a delegate for this traveler and they will have determined your permissions. On the SAP Concur home page, the profile dropdown box will display as Acting as that traveler and will show their name. Their name will also display under the Pennsylvania logo on the SAP Concur home page. You will now be able to act on the traveler's behalf as if you were in your own profile.



Note: User Guides with instructions on how to book travel reservations and how to enter expense reports are available on the SAP Concur tile on the travel website at www.travel.pa.gov.

Finished Acting as a Delegate

1. To return to working for yourself, click the **Profile** dropdown button and then click the **Done acting for others** button.



You are now working for yourself.