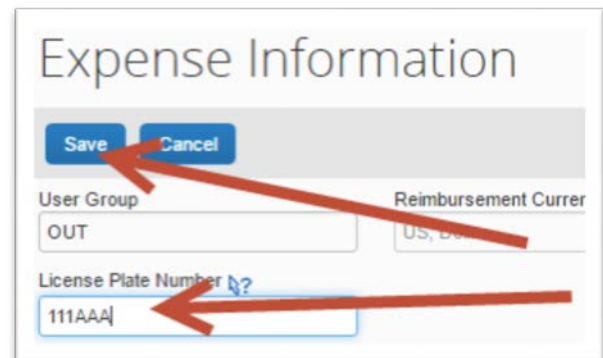
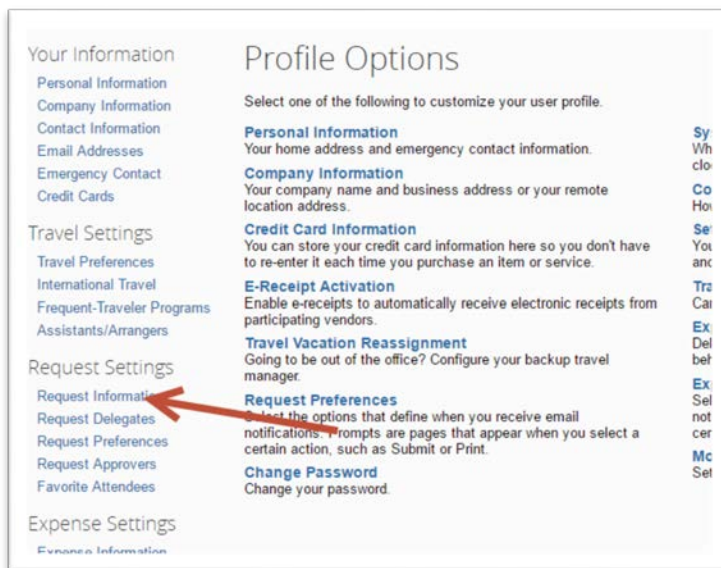
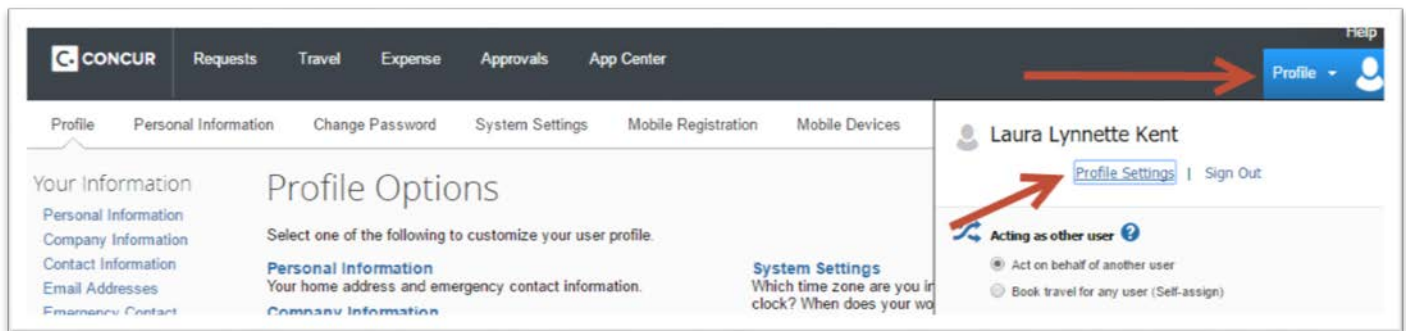


Required setup of Concur prior to delegate expense report creation

You MUST do the following if you wish to have a delegate complete your post-conference expense report; instructions of each item is below:

1. **ENTER/VERIFY TAG #**
2. **VERIFY EMAIL (TRAVELER EMAIL ADDRESS)**
3. **DESIGNATE EXPENSE DELEGATE**

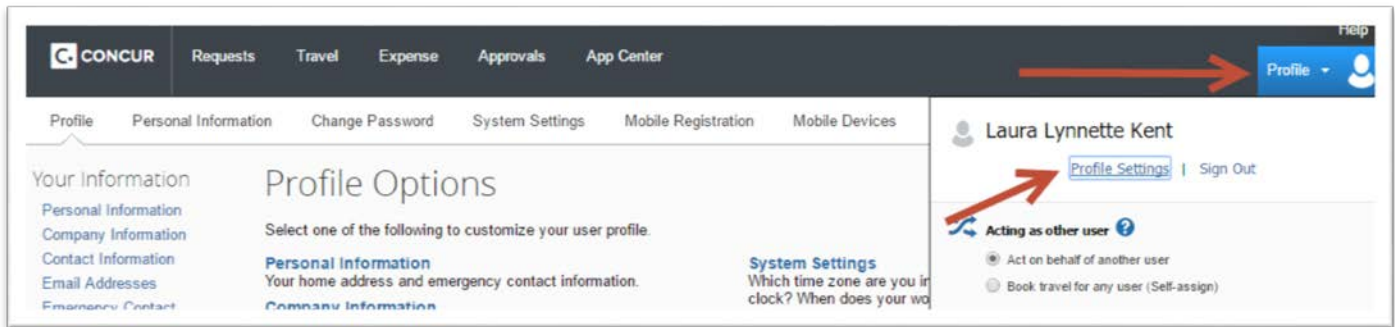
1. Enter/verify your car tag



Required setup of Concur prior to delegate expense report creation

2. Verify email (traveler email address)

Verifying **your** email allows you to email receipts to receipts@concur.com
Enter and verify YOUR OU email address.



CONCUR | Requests | Travel | Expense | Approvals | App Center | Help

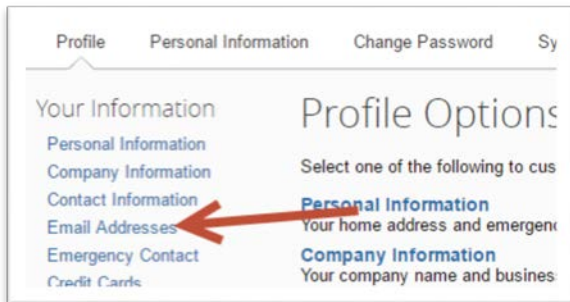
Profile | Personal Information | Change Password | System Settings | Mobile Registration | Mobile Devices

Your Information: Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact

Profile Options: Select one of the following to customize your user profile.
Personal Information: Your home address and emergency contact information.
Company Information: Your company name and business information.
System Settings: Which time zone are you in? Which clock? When does your workday start?

Laura Lynnette Kent | Profile Settings | Sign Out

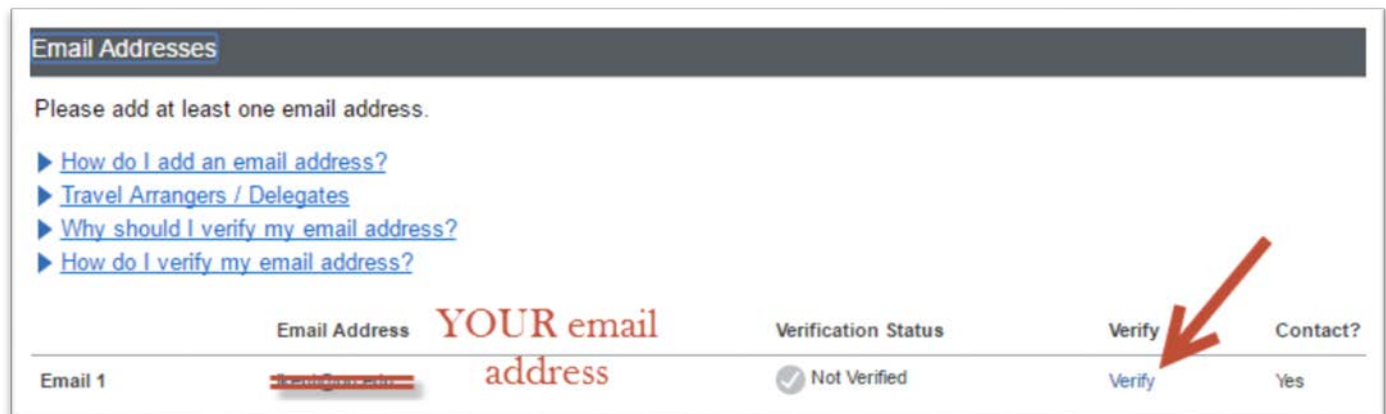
Acting as other user ?
 Act on behalf of another user
 Book travel for any user (Self-assign)



Profile | Personal Information | Change Password | System Settings

Your Information: Personal Information, Company Information, Contact Information, **Email Addresses**, Emergency Contact, Credit Cards

Profile Options: Select one of the following to customize your user profile.
Personal Information: Your home address and emergency contact information.
Company Information: Your company name and business information.



Email Addresses

Please add at least one email address.

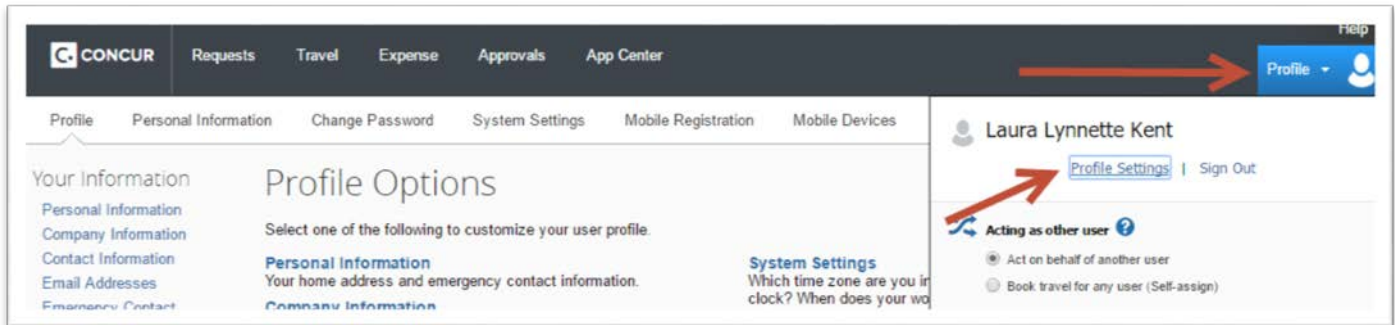
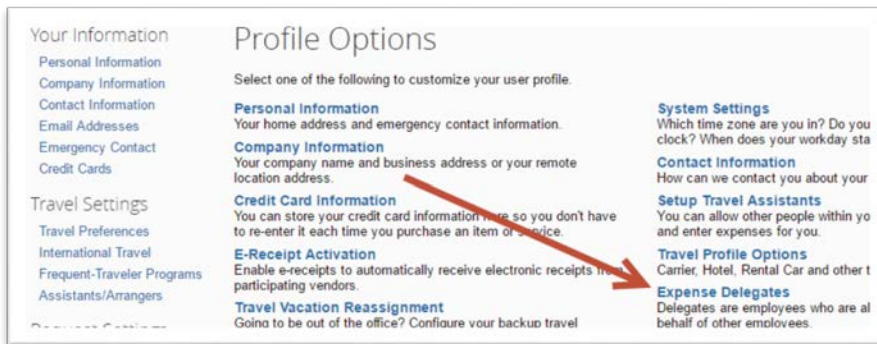
- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

	Email Address	Verification Status	Verify	Contact?
Email 1	YOUR email address	Not Verified	Verify	Yes

Required setup of Concur prior to delegate expense report creation

3. Designate expense delegate

Laura Kent (Tulsa), lkent@ou.edu or Linda Miller (Norman), lkemiller@ou.edu

Expense Delegates

[Delegate](#) [Delegate For](#)

[Add](#) [Save](#) [Delete](#)

Delegates are employees who are allowed to perform work on behalf of other employees.

Do NOT check other boxes

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Miller, Linda lkemiller@ou.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Laura Kent (Tulsa), lkent@ou.edu
Linda Miller (Norman), lkemiller@ou.edu