

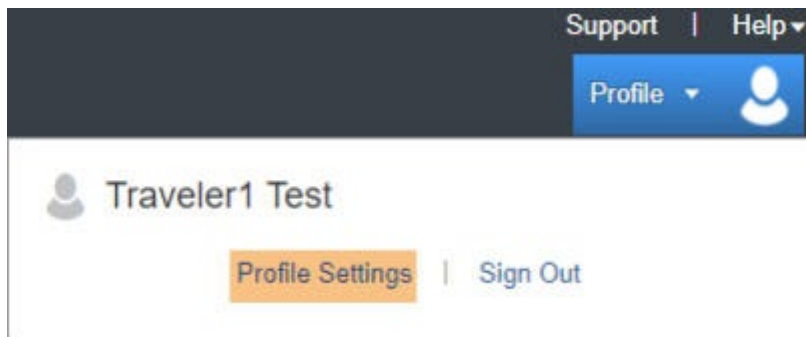
Concur Travel – Assigning a Travel Assistant/Arrangers

Travel Assistants/Arrangers can be added to view or modify your profile or to book travel and trips on your behalf.

Assigning a Travel Assistant/Arrangers

Login to SAP Concur

- Login to MyUK
- Click Employee Self Service tab
- Click the link for Concur and Travel Expense Management
- From the Concur homepage, click Profile, then Profile Settings.



Concur Travel – Assigning a Travel Assistant/Arrangers

Assign a Travel Assistant/Arranger

- Under Travel Settings click Assistants/Arrangers

The screenshot shows the 'Profile' page with a navigation menu at the top: Profile, Personal Information, System Settings, Concur Mobile Registration, and Travel Vacation Reassignment. The left sidebar has two sections: 'Your Information' (Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, Credit Cards) and 'Travel Settings' (Travel Preferences, International Travel, Frequent-Traveler Programs, Assistants/Arrangers). The 'Assistants/Arrangers' item is highlighted in yellow. The main content area is titled 'Profile Options' and contains several sections: 'Personal Information', 'Company Information', 'Credit Card Information', 'E-Receipt Activation', 'System Settings', 'Contact Information', 'Setup Travel Assistants', and 'Travel Profile Options'.

- Click Add an Assistant

The screenshot shows the 'Assistants and Travel Arrangers' page. At the top, there is a header 'Assistants and Travel Arrangers' with a 'Go to top' link. Below the header, there is a message: 'Please select the individuals within your organization that you would like to give permission to perform travel functions for you.' and a checkbox 'Refuse Self Assigning Assistants'. A yellow button 'Add an Assistant' is visible. Below this is a table with the following content:

Assistant	Can book travel?	Update/Delete
Support Desk, AAA Online	Can book travel? <input checked="" type="checkbox"/>	

At the bottom of the page, there is a blue 'Save' button.

- Search for the individual you would like to assign as your Travel Assistant/Arranger

The screenshot shows a browser window titled 'Add an Assistant - Google Chrome' with the URL 'us2.concursolutions.com/profile/AssistantEditor.asp?...' The dialog box is titled 'Add an Assistant' and contains the following text: 'Please select the individuals within your organization that you would like to give permission to perform travel functions for you.' Below this is a search field labeled 'Assistant'. There are two checkboxes: 'Can book travel for me' and 'Is my primary assistant for travel*'. A note at the bottom states: '*Individuals/Groups with no work phone number in their profile cannot be designated as primary assistant for travel.' At the bottom of the dialog are 'Save' and 'Cancel' buttons.

- Click Save