

# SAP Concur

PROCUREMENT SERVICES DIVISION



## End-USER Training

How to Assign a Delegate  
in Concur

# The purpose of this job aid is to show users how to assign a delegate to submit on their behalf in Concur.

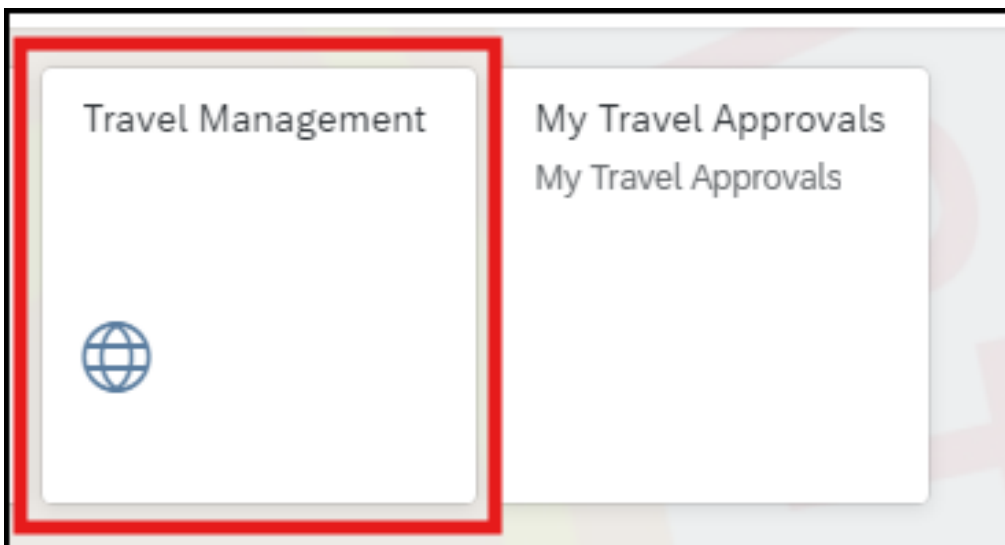
1

To access Concur Travel, log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



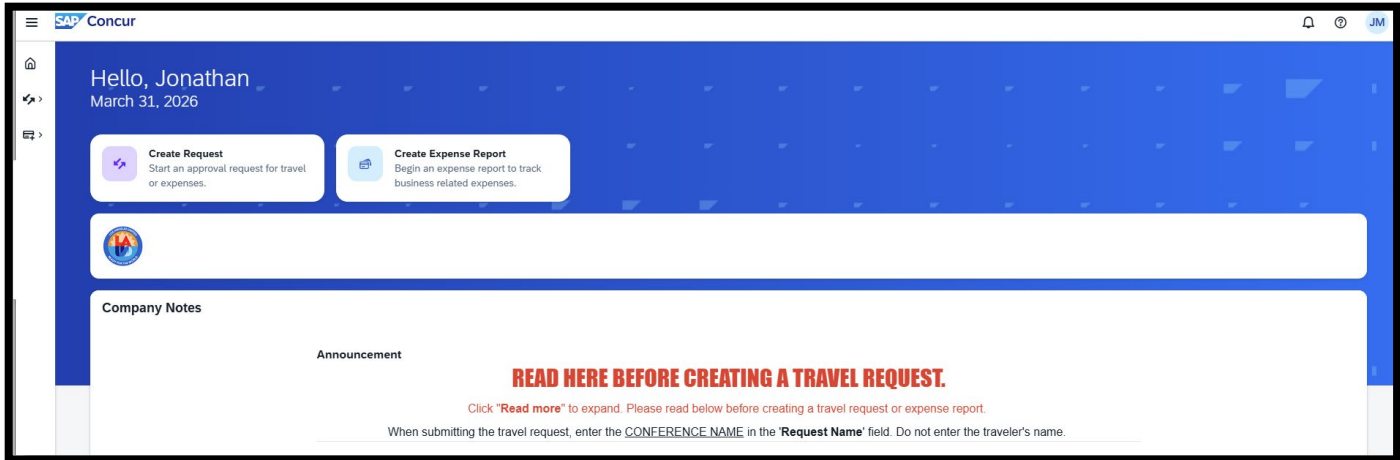
2

Click on the **Travel Management** tile.



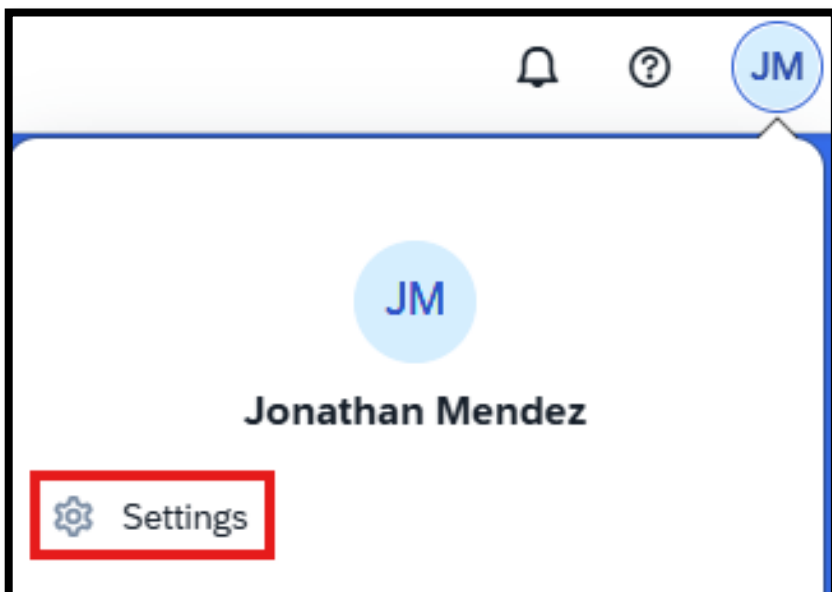
3

You will be directed to the Concur Travel home page. Display may look different depending on your view settings.



4

Click on **your initials** on the top right corner and select **Settings**.



5

Click on **Expense Delegates**.

## Profile Options

Select one of the following to customize your user profile.

### Personal Information

Personal Information

### E-Receipt Activation

Enable e-receipts to automatically receive electronic receipts from participating vendors.

### Request Preferences

Select the options that define when you

### System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

### Expense Delegates

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

6

In the **Delegates** tab, click **Add** → Search by **Name, Employee ID, or Email** → Click on the desired delegate → Click **Add** again.

## Expense Delegates

Delegates

Delegate For

Add

Save

Delete

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

Search by employee name, email address, employee id or login id

Add

Cancel

E [redacted] @LAUSD.NET  
Employee ID: [redacted]  
Logon ID: [redacted] @LAUSD.NET

to a delegate, you are ass

Can Book Travel

7

Use the **check boxes** to assign the appropriate permissions to the delegate.

Delegates

Delegate For

### Expense Delegates

**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.

<input type="checkbox"/> Name	Can Prepare	Can Book Travel	Can Submit Reports	Can Submit Requests	Can View Receipts	Receives Emails
<input type="checkbox"/> @LAUSD.NET	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

8

Click **Save**.

Delegates

Delegate For

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