CONCUR TIPS - Setting up your Concur Backup Approver

Going out on Vacation? Be sure to set up your backup Concur approver. Here's how:

Log in and go to Profile Settings:

In Expense Settings, click on Expense Delegates:
Locate your back up approver in your Delegate list or add your back up approver as one of your Delegates. You can choose either option:

- ALWAYS Can Approve
- Can Approve for a temporary Date range. (Select dates from the calendar)

After checking your preference be sure to check the Receives Approval Email box.

The backup approver will receive the email alert that you have a report to approve. They log into Concur and “Act on behalf of another user” as you, then click on your Approvals button.