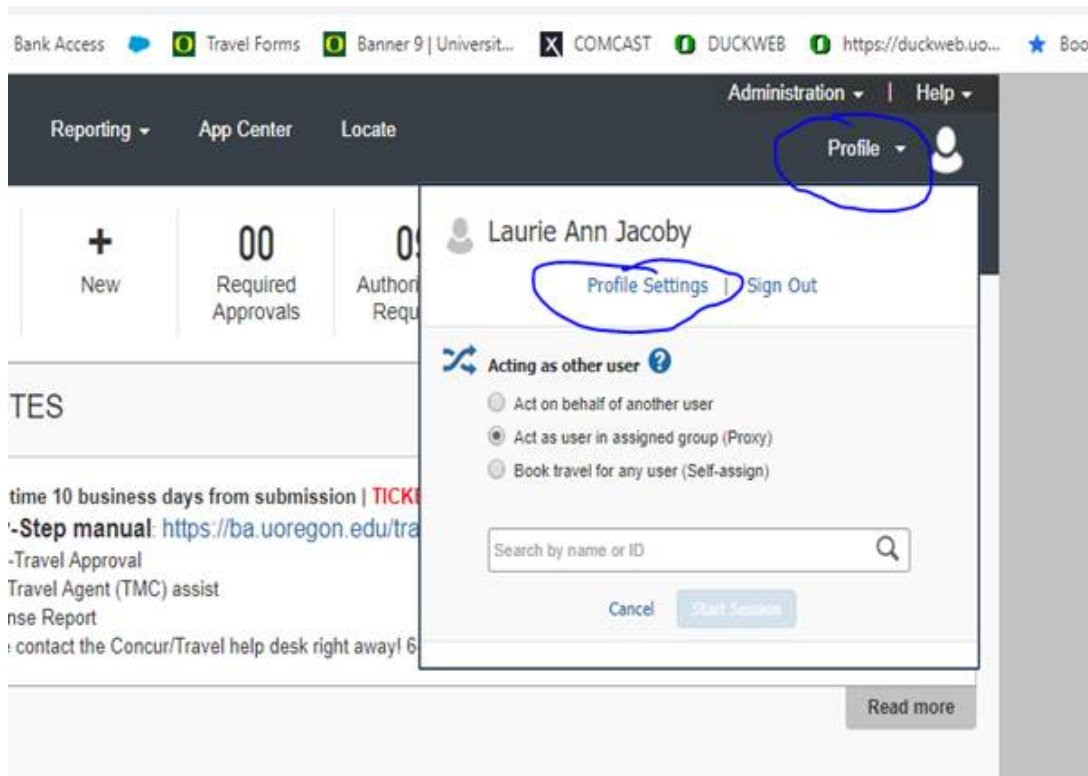


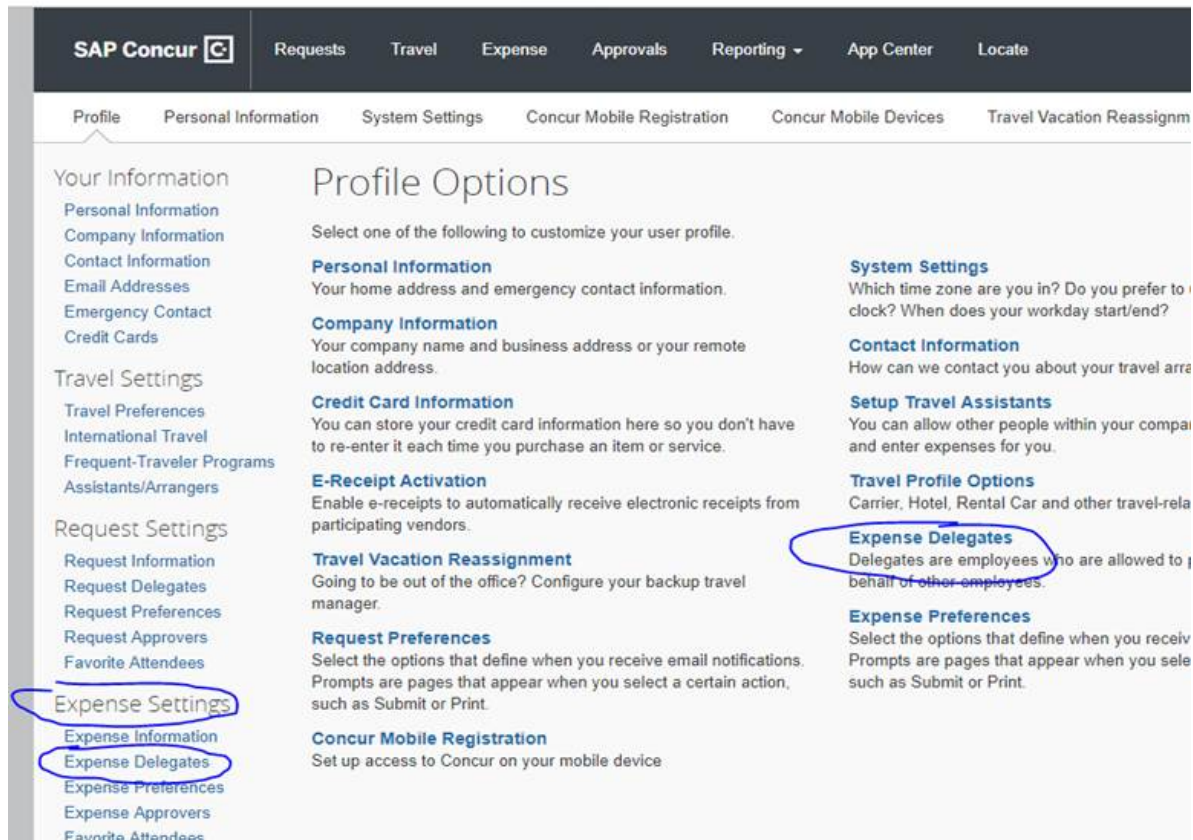
## CONCUR TIPS - Setting up your Concur Backup Approver

Going out on Vacation? Be sure to set up your back up 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 screenshot shows the 'Expense Delegates' management interface. At the top, there are tabs for 'Delegates' and 'Delegate For', and buttons for 'Add', 'Save', and 'Delete'. Below this, there is explanatory text: '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 View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Millett, Brooke bmillett@uoregon.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 03/08/2019 03/11/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Nelson, Clarence	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.