

From: travelnews-bounces@lists.uoregon.edu <travelnews-bounces@lists.uoregon.edu> on behalf of BAO news for travel administrators <travelnews@lists.uoregon.edu>
Sent: Wednesday, March 21, 2018 7:41 PM
To: BAO news for travel administrators
Subject: travelnews: Concur Next Step: Assigning Delegates

Assigning Delegates:

Travel Coordinators can help your travelers log onto Concur to set up their Delegate(s). This will allow the Travel Coordinator/Delegate to do work on their behalf. A traveler can have multiple delegates.

Here is a simple 2 minute training video to show you and your traveler how to do this: [How to establish my travel coordinator as a delegate](#)

Concur url: concur.uoregon.edu. Sign in with your SSO (Single Sign On) like you do every morning.

Delegates can help prepare travel requests and expense reports but the traveler must review for accuracy and submit them. Delegate setup will be demonstrated during traveler trainings. Please encourage your travelers to attend. The demos will be about 90 minutes with time for Q&A. No registration is required.

Traveler Concur Trainings - Ford Alumni Center Ballroom:

- 4/9/2018 10:00AM - 12:00PM
- 4/16/2018 10:00AM - 12:00PM
- 4/25/2018 1:00PM - 3:00PM
- 4/30/2018 1:00PM - 3:00PM

Concur Project webpage: <https://ba.uoregon.edu/node/2372>

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