

# UAF Travel

## Friday's Tips, Tricks, & FAQ's

14 February 2020

### Concur Tips & Tricks: Approval Delegates

- An Approver Delegate has access to review and approve Requests and Expense Reports for another Approver.
- An Approver Delegate can be permanent or only for a specific date range (e.g. for a planned vacation).
  1. Anyone who is the Chart of Account (COA) Approver (e.g. PIs) should have a permanent Delegate Approver in case they are unexpectedly out.
  2. Anyone who is a Default Approver (e.g. Supervisors) should also have a permanent Delegate Approver.
- How to set-up an Approver Delegate:
  1. Go into Profile settings
  2. Select Expense (or Request) Delegates
  3. Add the Approver Delegate
  4. Check the boxes for Can Preview for Approver, Can Approve, *or* Can Approve Temporary (while also setting date range) and Receives Approval Emails

<input type="checkbox"/>	Name	Can Prepare	Can Book Travel	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Jeppsen, Rachel rjeppsen@alaska.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mellmer, Kari kamellmer@alaska.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 02/18/2020 <input type="checkbox"/> 02/21/2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please feel free to disseminate these tips and tricks to your travelers!  
And, as always, reach out to us with any questions or concerns ([uaf-concur-travel@alaska.edu](mailto:uaf-concur-travel@alaska.edu)).

**Thank you for all that you do!**