

UAF Travel

Friday's Tips, Tricks, & FAQ's

30 August 2019

Today's Concur Tips & Tricks: Managing Delegate Permissions

Delegates and their permissions are easily managed directly on the traveler's profile. Under Profile Settings>Expense Delegates, travelers can Add any person(s) that should be a delegate for them. The first five permissions are those typically assigned to Travel Coordinators/Admins. The last four permissions are those used for Travel Approvers.

<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"/>	Amerson, Lee lamerson@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 type="checkbox"/>
<input type="checkbox"/>	Slavik, Jessica jrslavik@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 type="checkbox"/>

Hot Tip #1: If someone with reporting access needs another person (e.g. their admin) to pull reports for them, they can assign this as a delegate permission too.

Hot Tip #2: If an approver will be unavailable and needs to delegate approval authority for a specified amount of time (e.g. annual leave), they can use the Can Approve Temporary to set date limits on that permission.

FAQ: Does Concur send out communications when all or a part of the site is down?

A: Yes, you can sign up for Concur Outage Alerts by visiting [Concur Open](https://open.concur.com) (open.concur.com) and Subscribing to Updates. You can also see what (if any) recent outages have been reported by Concur.

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).

Thank you for all that you do!