

# STUDENT ORGANIZATION TRAVEL FUND

## How To Create a Delegate In Concur

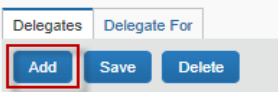

**WHO? REQUIRED** for Members who will need a Reimbursement and are currently OR previously EMPLOYED ON CAMPUS

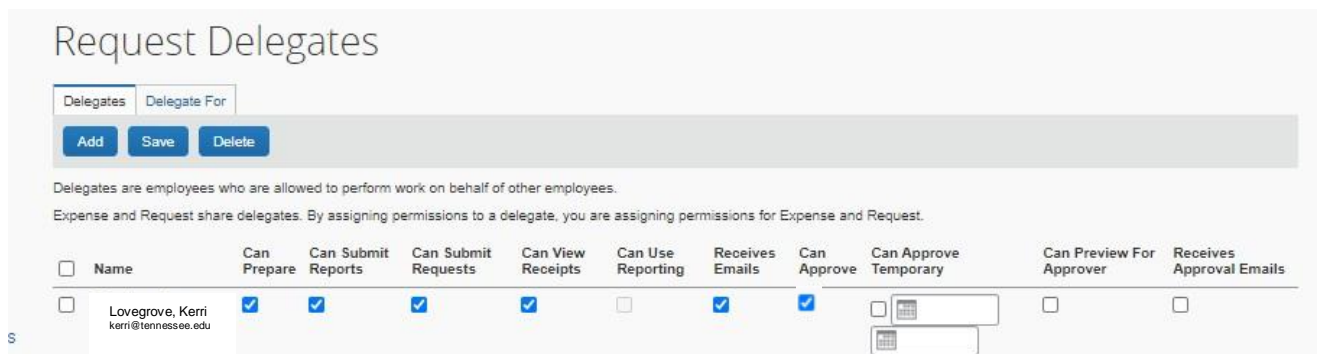
Participant Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Event: \_\_\_\_\_  
Event Destination: \_\_\_\_\_  
Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

CONCUR is the system now utilized by the University of Tennessee to process travel. If you are a student traveling with an allocation from the Student Organization Travel Fund is **EMPLOYED (currently or previously) on UT's campus**, please add the SOTF Administrator below as a delegate Concur. This needs to be completed so that your travel request may be submitted and expenses may be processed.

## DELEGATE

1. Go to: <https://travel.tennessee.edu> and log in with your NETID
2. From the Concur dashboard, click **Profile**.
3. Click **Profile Settings** to display your traveler profile.
4. From Profile Option, Click **Expense Delegates**

5. Click  Add to display  
  - **Search.** Enter the employee's name, email, or NetID to locate the you would like add as a delegate. For your trip, please add - Lovegrove, Kerri - [kerri@tennessee.edu](mailto:kerri@tennessee.edu) (SOTF Admin)
6. Once the users have been selected, click Add.
  - When the new delegate has been added, please make sure the following permissions are selected – **Can Prepare, Can Submit Reports, Can Submit Requests, Can View Receipts, Receives Email, Can Approve**



Request Delegates

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 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"/>	Lovegrove, Kerri kerri@tennessee.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Once your selections have been made, click **Save**



8. I have **COMPLETED** both the Concur Delegate step: