

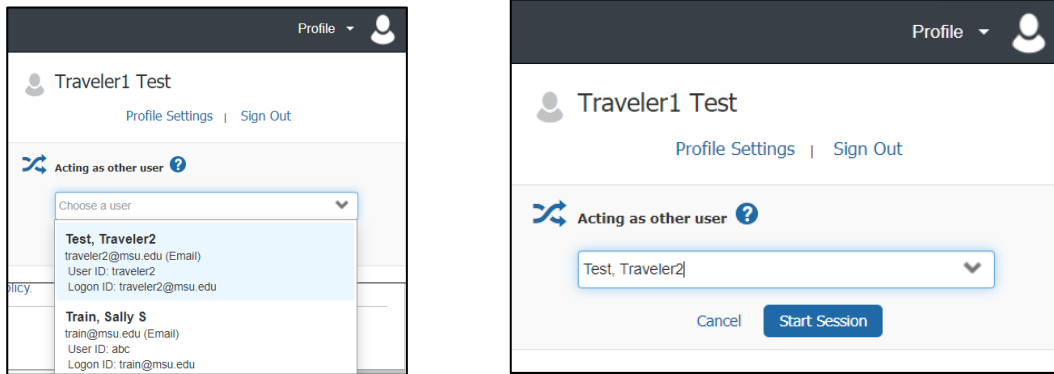
# Concur Travel and Expense

## Acting as a Delegate or Travel Arranger

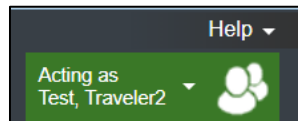
Delegates are assigned to assist with creating, maintaining and/or submitting Requests and Expense Reports, while travel arrangers make travel arrangements on behalf of MSU travelers.

### To act as a Delegate or Travel Arranger:

Select the Profile menu in the upper right corner of Concur. If you have been assigned as a delegate or travel arranger for someone, you will see the Acting as other user section.



Start typing the name of the individual on whose behalf you need to act and select it, then click Start Session. A green box will appear in the upper right corner of your screen, displaying the name of the individual on whose behalf you are acting.



**Note:** You will only be able to locate those individuals who have identified you as their delegate and/or travel arranger. For further explanation of roles and responsibilities, review [Travel Assistants vs Request/Expense Delegates](#).

You will only see the areas you can access on the individual's behalf. If you are a delegate, you can access the Request and Expense tabs. If you are a travel arranger, you can access the Travel tab. If you are both a delegate and a travel arranger, you can access all three tabs. If you have been designated as a delegate who can Approve on behalf of this person, you may also see an Approvals tab.

### To end your delegate or travel arranger session:

Select the Acting as user menu (green box in the screen upper right corner) and click **Done acting for others**.

