Overview: This Quick Reference Guide demonstrates how to access an employee as an expense delegate.

Accessing an Employee

Action 1 – Act As

From the Concur Home Page, select Profile. Under Act As, select the radio button next to “A Delegate for another user who has granted you this permission”. Use the drop-down menu to select the appropriate employee.

Please note: If you are an expense delegate for an employee not listed in the drop-down menu, contact your department manager.

Action 2 – Access Profile Settings

Once the employee is selected, select Switch.
**Action 3 – Access Profile Settings**

*From the Concur Home Page, notice when the screen refreshes, you see a green box indicating you are Acting As the employee selected.*