Expense Delegates Accessing Employees in the Concur Mobile App

This quick reference guide demonstrates how expense delegates can access their employee list in the Concur mobile app.

1. Select additional menu options to the left of the SAP logo on the mobile app's home screen.
2. Once open, select “Act as Another User” to display the employees you can access as a delegate.

3. Select the employee of interest.
Once selected, a header on the screen will display the employee's name. Select the "Plus" to open Expenseit or create a receipt manually. Tap here.
When you are finished working with the employee, select the “Arrow” in the upper left corner to take an additional action.