

To add a delegate in Concur

Log on to <https://mycuinfo.colorado.edu>

Click on Quick Link's drop down (or "Business Tools" drop down)

Click "Concur Travel & Exp"

Click "Profile" (upper right)

Click "Expense Delegate" (Under the Expense Settings)

Click "Add"

Search for me to add as your delegate

Marilynn Bender (Marilynn.bender@colorado.edu)

Click on my name in the search box

Click "add"

Click "can prepare"

Click "Can View Receipts"

Click "save"

You're done!

Thank you!!