This document is will guide you through the necessary steps to assign or delete a delegate, proxy, or previewer within your Concur profile.

### Assign a Delegate

Request and Expense Delegates are shared in the system, meaning that regardless of whether you assign the delegate from the Expense Delegates or Request Delegates page, the delegate will have both Request and Expense permissions for all system entries. Delegates cannot be assigned by index or setup to review entries by specific users within Concur. Any Delegate, Proxy, or Previewer that you wish to assign must be a profiled Concur user.

1. From your **Profile Settings** page, click **Expense Delegates** (either from the left-hand vertical menu or from the list of options in the middle of the page).
2. Click the **Add** button.
3. Search for your delegate by name, email address, employee ID, or logon ID. Select your Delegate, and click **Add**.
4. Check the appropriate permissions you wish to assign to your delegate.

Permission Definitions:

 **Can Prepare:** Allows user to prepare Travel Requests and Expense Reports on your behalf. Once entered, Travel Requests and Expense Reports will be sent to you for review and submission.

 **Can Approve:** Allows user to fully approve Travel Requests and Expense Reports on your behalf.

 **Can Approve Temporary:** Allows user to fully approve Travel Requests and Expense Reports on your behalf for a specific period of time. This should be used when on extended leave.

 **Can Preview For Approver:** Allows user to review Travel Requests and Expense Reports before you approve. This delegate cannot approve the report or request – instead, the delegate's task is to ensure that the report or request is ready for the approver to review and approve. Please click [here](https://www.concurtraining.com/customers/tech_pubs/help/en-us/release/reqemp_professional/c42bfd9c51c31015b6feaa8f4b896adc.html) for more information.

1. Click the **Save** button.

### Delete a delegate

1. On the **Expense Delegates** page, select the check box to the left of the delegate you wish to remove permissions for.
2. Click the Delete button.