

To add a delegate in Concur

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

Click on Quick Links drop down (or "Business Tools" drop down)

Click "Concur Travel Expense"

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!!