

Adding Expense Delegates so LL Staff can prepare your Aggie Expense Reports

1. Navigate to <https://aggieexpense.ucdavis.edu>.
2. Click Profile, then Profile Settings.

The screenshot shows the SAP Concur home page. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. A 'Profile' dropdown menu is open, showing the user's name 'Mandy Bachman' and a 'Profile Settings' link, both highlighted with yellow circles. Below the navigation bar, there are sections for 'TRIP SEARCH', 'COMPANY NOTES', and 'MY TASKS'. The 'COMPANY NOTES' section contains links for 'Cardholder Agreements and Trainings', 'Travel Card Training and Cardholder Agreement', 'P-Card Training and Cardholder Agreement', and 'AB1887 - Restricted Travel Law Updates'. A 'Switch' button is visible at the bottom of the profile dropdown.

3. Click Expense Delegates, then Add. Search for the LL Business Office Staff by name or email (kradamski@ucdavis.edu, mecarrillo@ucdavis.edu, iamfox@ucdavis.edu). Add them and click the appropriate check boxes for each. Click Save.

The screenshot shows the 'Expense Delegates' settings page in SAP Concur. The left sidebar contains 'Request Settings' and 'Expense Settings', with 'Expense Delegates' highlighted. The main content area has a search bar with the text 'Search by employee name, email address, employee id or login id' and an 'Add' button. Below the search bar is a table of delegates with columns for Name, Can Prepare, Can View Receipts, Can Use Reporting, Receives Emails, Can Approve, Can Approve Temporary, Can Preview For Approver, and Receives Approval Emails. The table is highlighted with a yellow border.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Adamski, Kevin kradamski@ucdavis.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	CARRILLO, MARY mecarrillo@ucdavis.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Fox, David iamfox@ucdavis.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>