UCDAVIS LANGUAGES AND LITERATURES

## Adding "Expense Delegates" in Aggie Expense (SAP Concur)

- Log in to aggieexpense.ucdavis.edu .
- At the top right corner of the page, click your initials.
- Select Profile > Profile Settings > Expense Delegates
- Click Add, then search for our business office staff.
- Select the correct staff and check the first two boxes (can prepare, can view receipts). Click Save.
- Repeat for the other business office staff.
  - Adamski, Kevin kradamski@ucdavis.edu
  - Carrillo, Mary mecarrillo@ucdavis.edu
  - Bachman, Mandy <u>mbachman@ucdavis.edu</u>
  - Richardson, Caitlin cmarichardson@ucdavis.edu

