Approve an Expense Report as a Delegate

Situation: Individual needs to approve reports on behalf of someone else who is out of the office or unavailable

An individual acting as an approval delegate:

- Must log into Concur using their own PennKey
- Will not see expense reports waiting to be approved in their own approval queue. They must log into Concur, change to the other individual’s account, and then they will see the reports needing approval in that queue.

Step One: Find the reports that need approving

- Log into Concur as yourself
- Click on the Profile drop-down at the top right, then click “Act on behalf of another user”. Select the name of the individual for whom you are performing approval duties in the absence from the drop-down menu.
- Click Start Session
- NOTE: If you are a delegate for more than ten people, you will have to type the first few letters of the individual’s name to search for them in the drop-down. If an individual does not appear in your drop-down because they have not yet assigned you as an approval delegate, please refer to the instructional guide “Assign an Approval Delegate”.

- When the screen refreshes, the Profile drop-down will change to “Acting as” followed by the individual’s name, and the single person icon will change to two people highlighted in green.
**Step Two: Approve Reports**

- Click on the Approvals page, just as if you were doing it in your account.

![Approvals page screenshot]

- Proceed to review each of the expense reports, and approve or reject as needed.

- When you have completed the task, return to the top of the screen to the “Acting as other user” drop-down, and click “Done acting for others”. Once the screen refreshes you will be back in your own Concur account.

![Done acting for others button screenshot]