Remove a Delegate

Situation: Individual who was previously assigned as a delegate has moved to a new department and no longer needs to prepare or approve reports on behalf of another user.

**Step One: Locate Expense Delegates screen in Concur**

- Log into Concur
- Click the Profile drop-down on the top right hand side of the screen and select Profile Settings
- In the left hand margin, select Expense Delegates

**Step Two: Delete the Delegate**
To delete a user from your list of delegates:

- Click the check box to the left of the names of the delegates you want to delete.
- Click the Delete button above your list of delegates.
- A pop-up window will ask if you are sure you want to delete the selected delegates. Click OK.

To delete a user who you are a delegate for:

- Click on the Delegate For tab.
- Select the names of the users you want to delete yourself as a delegate for.
- Click the Delete button.
- A pop-up window will ask if you are sure you want to delete the selected delegates. Click OK.