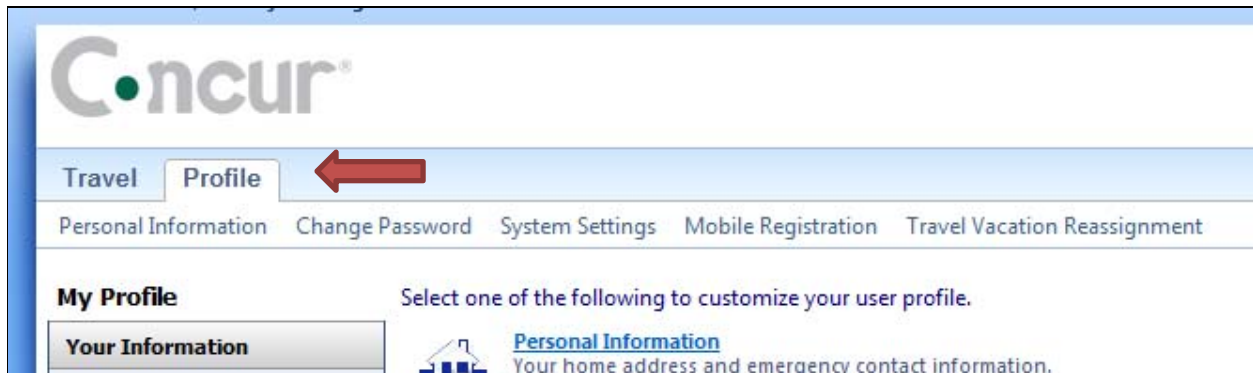
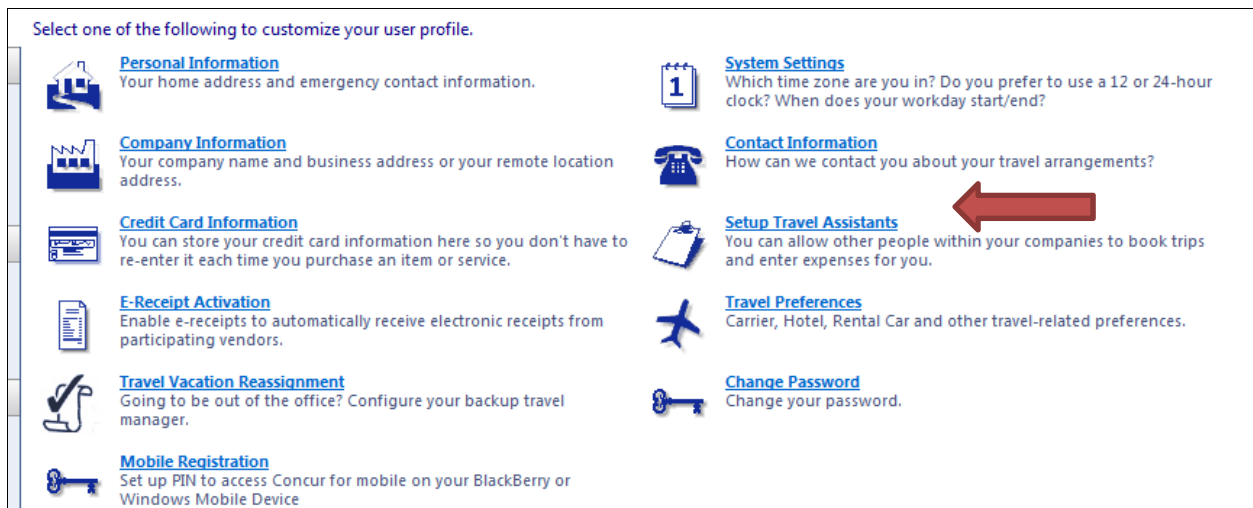


HOW TO ASSIGN A TRAVEL ARRANGER

In order to arrange travel for another employee, the traveler must assign someone as their “Travel Arranger.” On the Profile Tab:



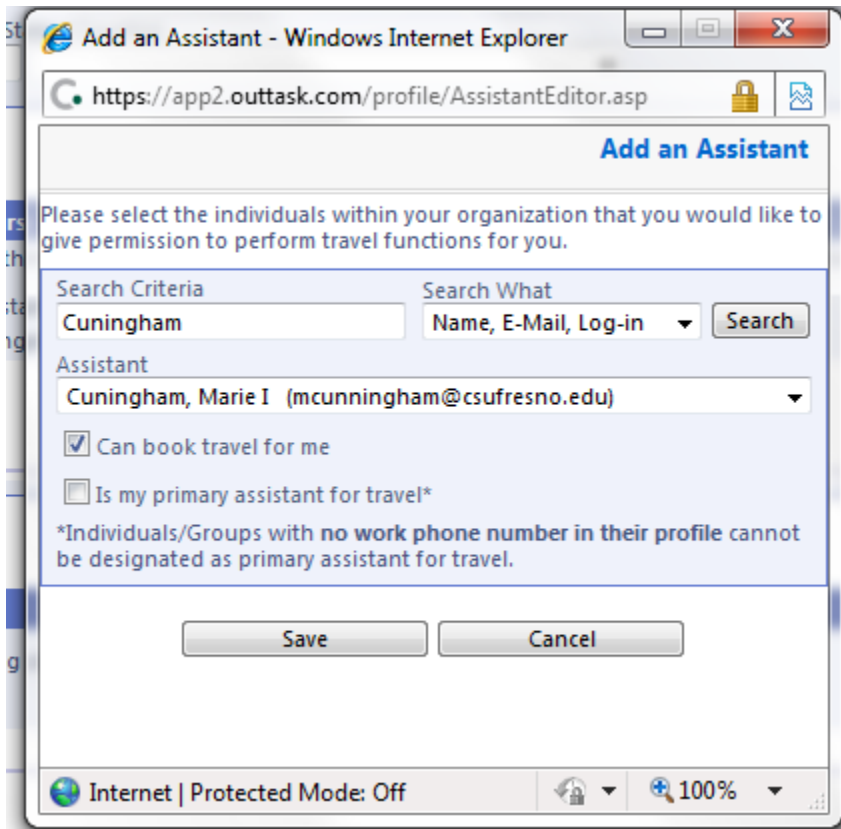
Click “Setup Travel Assistants:”



Click “Add an Assistant:”



In the “Search Criteria” box, enter the last name of the employee to be designated as the “Travel Arranger,” and click “Search.” Click the drop-down arrow at the “Assistant” box to view your options.



Select the individual who is to be the “Travel Arranger,” and then select whether the Travel Arranger can only **book travel**, or whether he/she is to be the **primary assistant** which means that the Travel Arranger will have access to the employee’s profile information. Don’t forget to “Save” your selections.

Once the employee is selected, the traveler will see the employee’s name in the “Assistants and Travel Arrangers” box:

Assistants and Travel Arrangers [Go to top](#)

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

Refuse Self Assigning Assistants

Your Assistants and Travel Arrangers [+ Add an Assistant](#)

Cunningham, Marie I.	Can book travel? <input checked="" type="checkbox"/>	
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On the “Arrangers” tab, the Travel Arranger will now be able to see the traveler’s name in the drop-down box. Choose the traveler you wish to make reservations for:

Concur

Travel **Profile**

Home **Arrangers** Trip Library Templates Policy Profile Tools

Choose a Traveler
Cunningham, Marie I. ▼

Air/Rail Car Hotel Rail Flight Status

Round Trip One Way Multi-Segment

Departure City

Upcoming Travelers Con

Welcome to C
reservation sys
program by sel
[Click here to take survey](#)
Please be adv

IMPORTANT:

Before making reservations, make sure that the correct Cost Center number is entered in the Profile page.

Company Information

Employee ID

Manager _____ Employee Position/Title _____

Cost Center **[Required]**
41406A

You are now ready to make reservations for your traveler!