

How to - Remove Request and Expense Delegates

Request Delegate: Allows an employee to act on behalf of another user on preparing, submit and view receipts for Travel Requests.

Expense Delegate: Allows an employee to act on behalf of another user on preparing, print, view, edit and submit expense reports, this includes Travel, Business Expense Reimbursements and Credit Card Reconciliation.

To remove a delegate, login to iTravel+ through my.utrgv.edu with your UTRGV Credentials. Once on the landing page, follow the steps below:

Cardholder/Traveler

If you are the Cardholder/Traveler and need to remove an existing delegate, follow the steps below:

- 1. Click on "Profile" on the upper right hand corner
- 2. Click "Profile Settings"



3. Click on delegate link you would like to modify. ("Request Delegates" or "Expense Delegates")

SAP Concur ⓒ	Requests Travel Expense Approvals Reporting -	App Center Off	Profile 🝷 💄		
Profile Personal Inform	nation Change Password System Settings Concur Mobile R	legistration Travel Vacation Reassignment			
Your Information Personal Information Company Information Contact Information	Profile Options Select one of the following to customize your user profile. Personal Information	System Settings			
Email Addresses Emergency Contact Credit Cards	Your home address and emergency contact information. Company Information	Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?			
Travel Settings	Your company name and business address or your remote location address.	Contact Information How can we contact you about your travel arrangements?			
Travel Preferences International Travel Frequent-Traveler Programs	Credit Card Information You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.	Setup Travel Assistants Voi can allow oftware pools within your companies to book trips and enter expenses for you. Travel Frofile Options Carrier, Hoke, Rental Car and other travel-estated preferences. Expenses Delegates Delegates ans engioyees who are allowed to perform work on behalf of other emproyees. Expenses Performances Search the options to define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit of Print.			
Assistants/Arrangers	E-Receipt Activation Enable e-remints to automatically receive electronic receipts from				
Request Settings Request Information Request Delegates	participe tors. reveal to a construction of the office? Configure your backup travel				
Request Preferences Request Approvers Favorite Attendees	manger. D <mark>ruguest Preferences</mark> Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action,				
Expense Information Expense Delegates Expense Delegates	such as Submit or Print. Personal Car Personal Car	Change Password Change your password.			
Expense Approvers	Concur Mobile Registration				

- 4. Ensure you are on the **Delegates** tab.
- 5. Checkoff the individua you want to remove as a delegate
- 6. Click **Delete**

SAP Concur ⓒ	Requests	Travel	Expense App	rovals Reportin	g▼ App Center		New Theme	i) Ac	Iministration + Help + Profile + 😣
Profile Person for	mation	Change Passwor	rd System Set	tings Concur Mo	bile Registration	Travel Vacation Rea	assignment		
Your Information	Exp	oense E	Delegate	s					
Company Information	Deleg	ates Delegate For		6					
Email Addresser Emergency	Add	Save De	elete	orm work on behalf of ot	er employees				
Credit Cards	Expensi	e and Request share	e delegates. By assign	ing permissions to a dele	igate, you are assigning p	ermissions for Expense	and Request.		
Travel Settings		Name	Can Prepar	e Can Submit Reports	Can Submit Request	Can View Receipts	Can Use Reporting	Receives Emails	Receives Approval Emails
Travel Preferences International Travel		Escobedo, Jerry jerry:escobedo@ut	trgv.edu						
Frequent-Traveler Program	s 🗆	Ortiz, Ayla ayla.ortiz@utrgv.er	du 🔽			Z		2	
Assistants/Arrangers		Rangel, Maggie maggie rangel@ut	trgv.edu 🗹			2			
Request Information									
Request Delegates									

Delegate

If you are no longer a delegate for a Cardholder/Traveler, follows the steps below:

- 1. Click on "Profile" on the upper right hand corner
- 2. Click "Profile Settings"



3. Click on delegate link you would like to modify. ("Request Delegates" or "Expense Delegates")



- 4. Ensure you are on the **Delegates For** tab.
- 5. Checkoff the individuals that you no longer are a delegate for
- 6. Click **Delete**

