

Delegate Approver: Acting on Behalf of Another Approver

A delegate approver is an individual(s) authorized by the budget owner to review and approve travel requests and expense reports on their behalf. The delegate approver will have access to the user's approval queue and will receive email notices accordingly.

ADD/REMOVE AN APPROVAL DELEGATE

ADD

- » Complete a Signature Delegation Authority Form and submit in a service request via service.kennesaw.edu/ofs.
- » Compliance notifies the Travel Manager when the policy and hierarchy review is complete.
- » The Travel Manager notifies the user and delegate when Concur set-up is complete.
- » Once notification is received, the delegate will use the instructions below to complete an approval.

REMOVE

- » On the end date indicated on the Signature Delegation Authority form, delegation rights will expire. No further action required.

Delegate Approval

- » Login to the Concur website at: Concur Solutions.
- » Enter the user ID and Password information provided to you by the KSU travel administrator. Note: Remember that your user ID ends in @ksu. If you are unable to access the system, submit a service request via service.kennesaw.edu/ofs or call 470-578-4394.
- » Click Profile and select Acting on behalf of another user.
- » Select the user from the dropdown list.
- » Click the Start Session button.
- » Confirm switch. See Acting as [User Name] with a green background now in upper right corner of page (replacing the "Profile" box).
- » Complete the review and approval of the travel requests or expense reports.
- » To end, click the name on the green profile box, select Done Acting for Others.