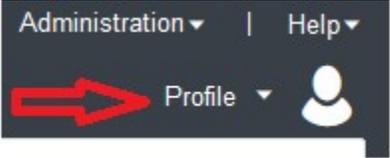
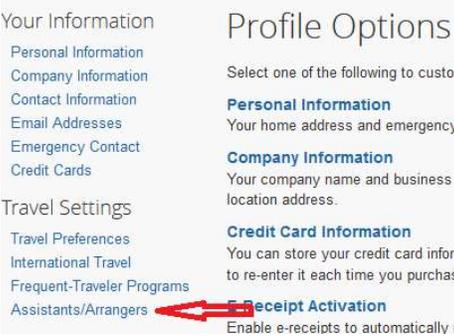


# Concur Tips and Tricks

## Setting up a Travel Assistant

If a Traveler wants someone to book travel on their behalf or view their specific travel details then they will need to set them up as a Travel Assistant

Step 1 – Log into Concur	Step 2 – Open your Profile
<p>From your myUMB portal page click the Concur Travel &amp; Expense icon</p> 	<p>Select the Profile icon in the top right hand corner of Concur.</p> 
Step 3 – Select Profile Settings	Step 4 – Select Assistants/Arrangers
<p>Select the Profile Settings link</p> 	<p>On the left side of the screen select Assistants/Arrangers</p> 
Step 5 – Select Add an Assistant	Step 6 – Search for and Add an Assistant
<p>Select Add an Assistant</p> 	<p>Search for the name of an existing Concur user, select “Can book travel for me”, and select Save. If there is a problem with your booking and you want the Travel agent to contact your Travel Assistant you should also check the box for “Is my primary assistant for travel”</p> <p>Add an Assistant</p> 