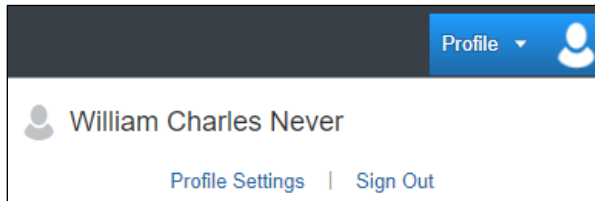
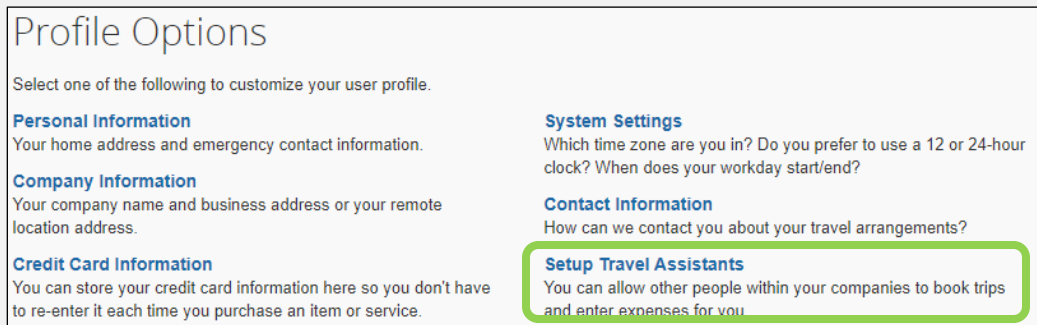


Please find the necessary steps which are required to Set Up a Travel Assistant. This process will allow the newly assigned Travel Assistant with the ability to book on behalf of other travelers.

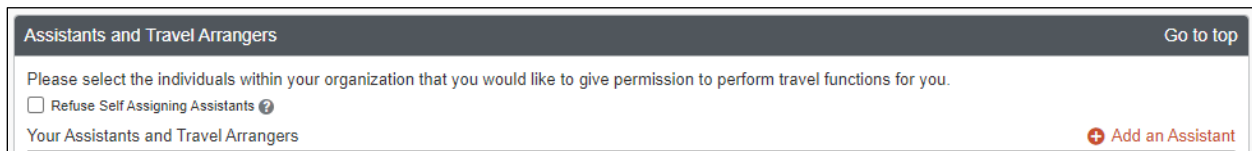
- 1) Go to **Profile** and **Profile settings** in the top right-hand corner in Concur.



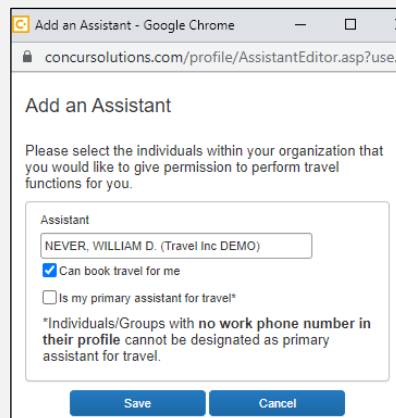
- 2) Choose **Setup Travel Assistants**.



- 3) Click on **Add an Assistant**.



- 4) Type in the last name of the person you want to give permission to book travel for you. Click on their name and check the **'Can book travel for me'** box and **Save**.



- 5) You should now see the name under **Your Assistants and Travel Arrangers**. Click on **Save**.

