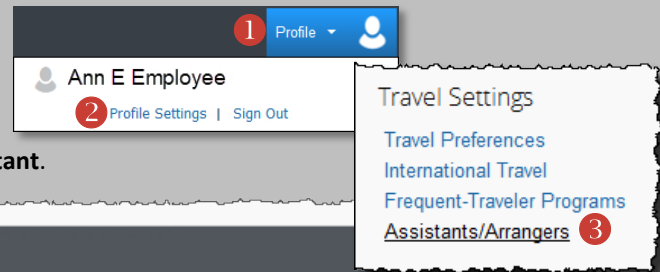


A **Travel Assistant** can perform travel booking and/or travel profile updates on behalf of another Vanderbilt employee. Once you've logged into **Concur** via the [ebiz page](#), you can assign a **Travel Assistant** using the following steps:

- 1 Click **Profile** in the top-right corner of your Concur screen.
- 2 Click **Profile Settings** and review the left-side menu.
- 3 Under the **Travel Settings** menu section, click **Assistants/Arrangers**.
- 4 Within the **Assistants and Travel Arrangers** section, click **Add an Assistant**.



Assistants and Travel Arrangers

Assistant(s) or travel arranger(s) can perform travel booking and travel profile updates on your behalf.

Please assign an Expense Delegate(s) to create expense reports and make changes to expense settings on your behalf.

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

Add an Assistant

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

Assistant

Tent, Ace S

☒ Can book travel for me

☒ Is my primary assistant for travel*

*Individuals/Groups with no work phone number in their profile cannot be designated as primary assistant for travel.

7

Save

Cancel

5 Enter and select the name of the employee you would like to assign as your **Travel Assistant**.

6 Check the box to select **Can book travel for me**. You can also indicate a primary assistant for travel if desired.

7 Click **Save** to confirm your selection or **Cancel** to remove it.

Your Assistants and Travel Arrangers

[+] Add an Assistant

Tent, Ace S

Can book travel? ☒

8

Save

8 Click **Save** to confirm your changes and update your Concur profile. The selected person(s) can now make travel arrangements on your

The person you have designated will now be listed in your **Profile** as a **Travel Arranger** as denoted by the green check icon ☒.

Repeat **Steps (4)-(7)** as needed to select multiple assistants/travel arrangers.

Assistance with Expense Reports: Oracle Cloud Expense Module



You must report your out-of-pocket and One Card (if applicable) travel and business expenses via the Oracle Cloud **Expenses** module.

You can select an **Expense Delegate** within the Oracle Cloud **Expenses** module to assist you in preparing your expense reports.

A quick reference guide titled [Selecting an Expense Delegate](#) is available on the [Resources for Employees/Line Managers page](#) of the [SkyVU website](#) to help you begin this process.