Users Removing Themselves as Delegates

Users can remove themselves as delegates for other employees. This is helpful when an employee leaves one department and goes to another.

The user will need to log in to Concur. They will then need to click on Profile Settings, and then find Request Delegates or Expense Delegates (any action you take on one will also change the other).

The default view is to see those who are delegates for you. Click on the “Delegate For” link shown in the screenshot below. This will list everyone for whom you are the delegate. Checkmark those who you will no longer be serving as delegate, and click remove.