

To delete a delegate, log into your Concur and select 'Profile':

Step 1: Select the 'Request Delegate' under the third category.

Step 2: Select the checkbox next to the delegate you would like to remove

Step 3: Click 'Delete'

Step 4: Click 'Save'

**Note:** Never change the delegates listed or their settings, unless directed by the business office or travel.

It is to your benefit to have delegates, as they can assist you with your requests and expense reports when set up accordingly. If a delegate is no longer in their original position and will no longer be assisting you, you may delete them as directed by the business office, travel, or the delegate themselves.

The screenshot shows the ALTOUR user interface. At the top, there are navigation tabs: My Concur, Request, Travel, Expense, Reporting, Profile, and App Center. Below these are sub-tabs: Personal Information, System Settings, and Mobile Registration. The main content area is titled 'My Profile' and includes a 'Delegates' tab. The 'Request Delegates' section is highlighted in blue. Below this, there is a 'Save' button and a 'Delete' button. A table lists delegates with columns for Name, Can Prepare, Can View Receipts, Receives Emails, Can Approve, Can Approve Temporary, Can Preview For Approver, and Receives A. Red arrows point to the 'Request Delegates' link in the left sidebar (Step 1), a checkbox in the first row of the table (Step 2), the 'Delete' button (Step 3), and the 'Save' button (Step 4).

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives A	
<input type="checkbox"/>	Doe, Jane	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Doe, Jane	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Doe, Jane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>