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.