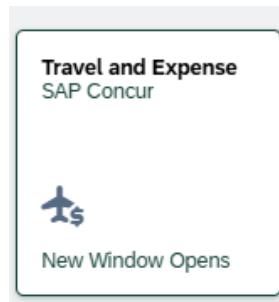


Go to your information on the top left and click the circle for the drop down to appear

Login to Concur: Access the Concur system through [MSU EBS](#)



Windie Canen

Settings

Act as Another User

Travel Policy

Legal Information

Service Status (US2)

About

Sign Out

Please add Jiabao Zhang, Rachel Pickell and Windie Canen as delegates. This allows EES office staff to create travel requests, and expense reports on your behalf.

## Request Delegates

Delegates Delegate For  
Add Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or login id

Add Cancel

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Submit Requests	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Pickell, Rachel pickellr@msu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Zhang, Jiabao zhan2529@msu.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Request Settings

Request Information  
Request Delegates  
Request Preferences  
Request Approvers  
Favorite Attendees



SAVE