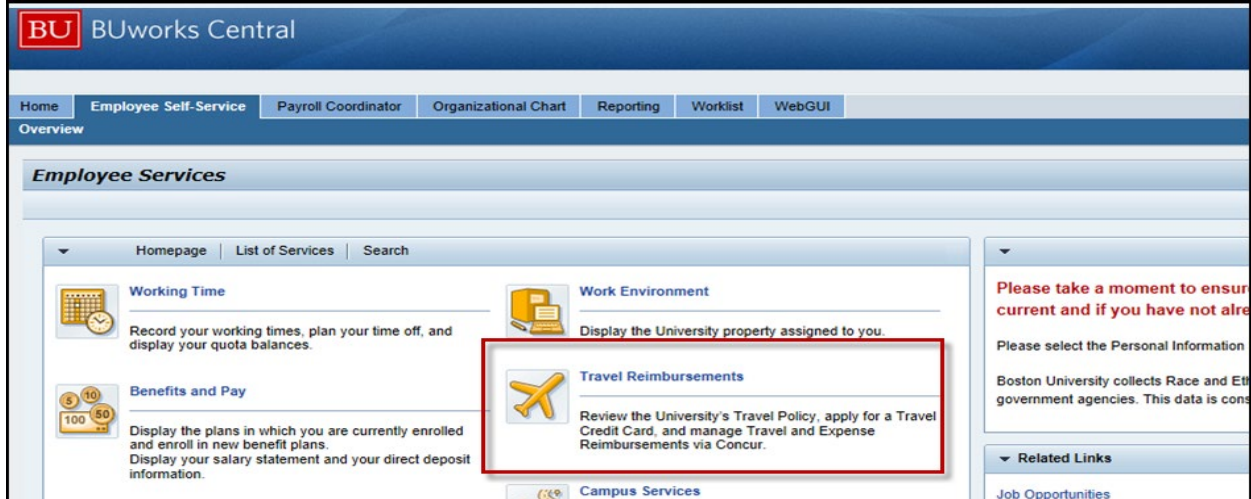


How to add a Travel Arranger

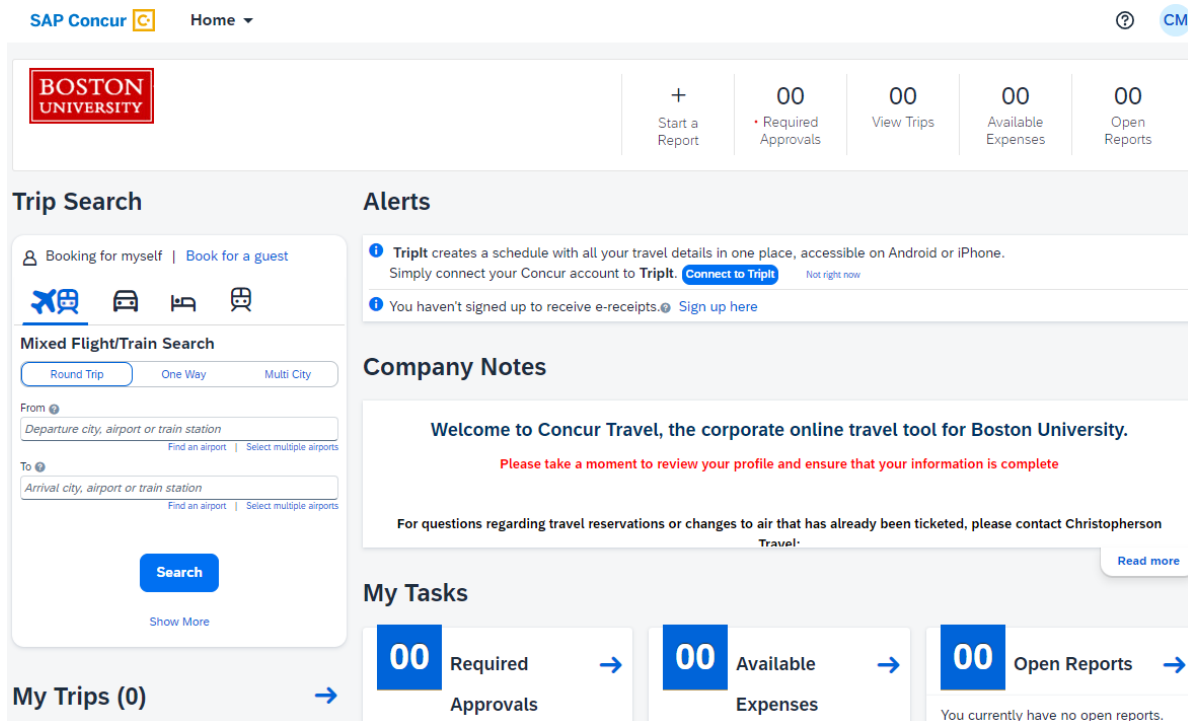
This Quick Reference Guide demonstrates How to add a Travel Arranger in Concur.



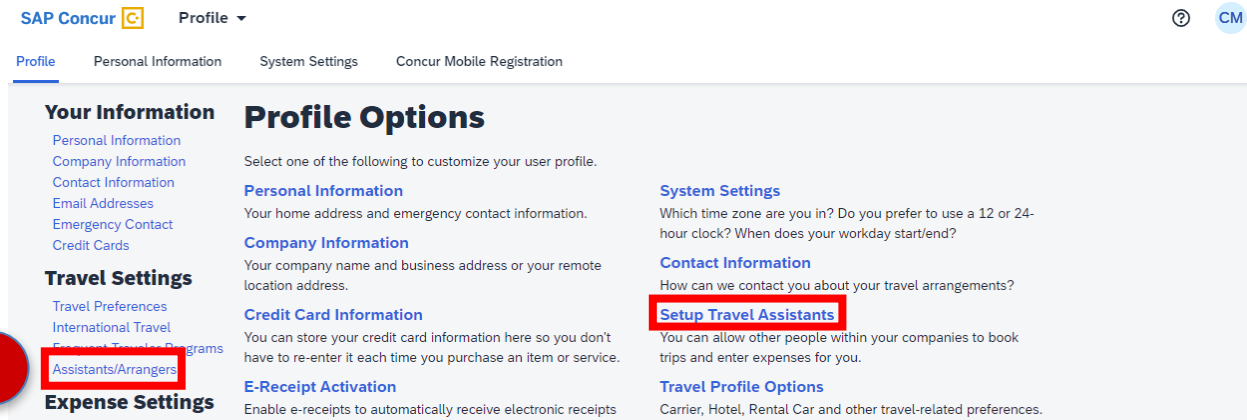
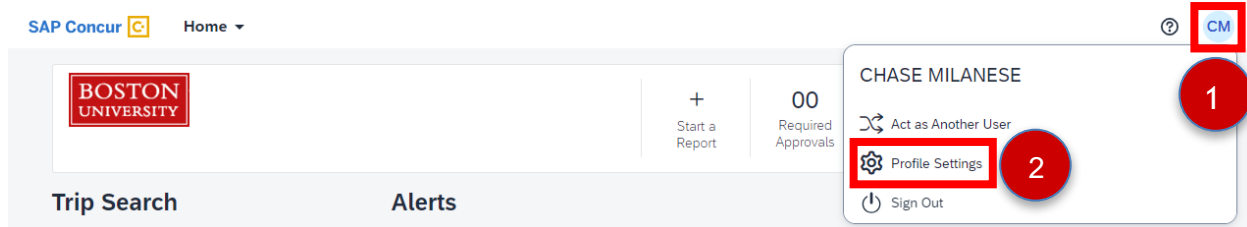
To access **Concur** go to [BUworks Central Portal Web-Site Page](#) and follow the menu path below:


Menu Path: [BUworks Central Portal](#) → ESS → Travel Reimbursements → Manage Business Travel Arrangements and Reimbursements →

Concur Travel and Expense Home Page



1	Click on profile denoted by your initials located in the upper right-hand corner of your screen.
2	Click Profile Settings to display Profile Options
3	Click on Assistants/Arrangers [left hand side under the heading Travel Settings or click on Setup Travel Assistants under Profile Options.]



4	Click on [+] Add an Assistant to assign an individual(s) access to the booking tool in your profile
5	Type in available form field to locate, search and select the individual(s) you are granting access to. <div style="text-align: center;">  <p>Information Searching by Boston University email address is most efficient</p> </div>
6	Select Can book travel for me check box
7	Click Save button to finalize set up.

Assistants and Travel Arrangers

Go to top

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](#)

4

Add an Assistant

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

Assistant

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.

You have assigned permission and access for your new Travel Arranger.

Assistants and Travel Arrangers

Go to top

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](#)

Assistant Changes Saved

Assistant	Can book travel?	Update/Delete
GREENE, DENISE S.	Can book travel? ✓	Edit Delete