

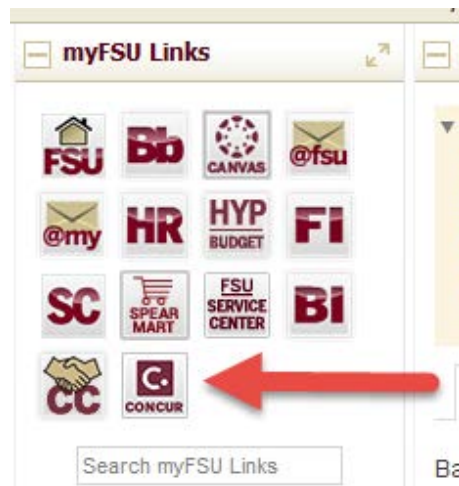


Remove Unneeded Travelers in Concur

Purpose: Travel Representatives (Delegates) can work in Concur on behalf of travelers. They can also elect to receive email notifications that are intended for the traveler. This can cause users to receive Concur emails when any of those travelers have activity in Concur. Removing unneeded travelers will reduce unwanted emails.

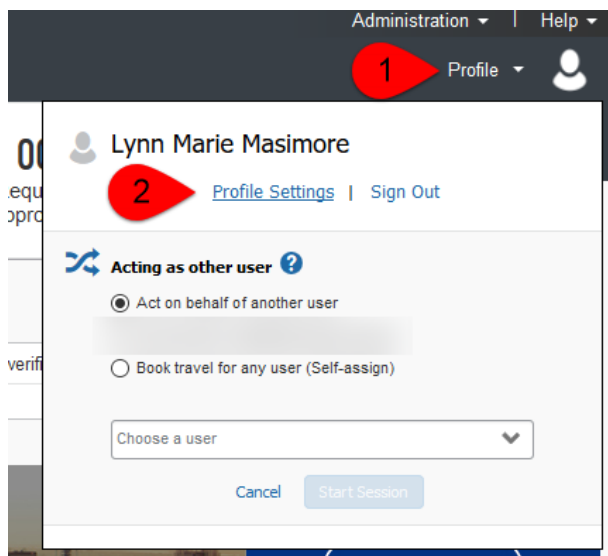
Log into Concur

Navigate to my.fsu.edu and click the **Concur** icon.

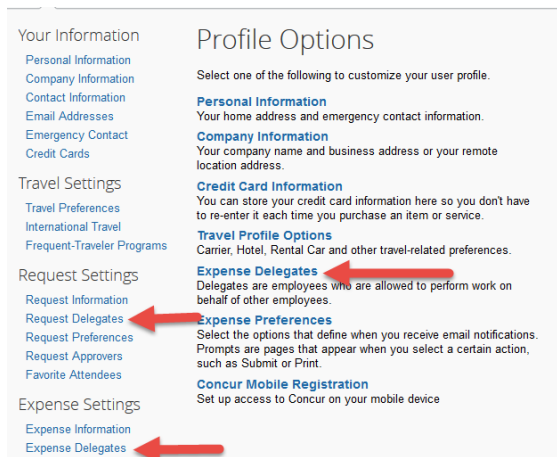


Access Profile Settings

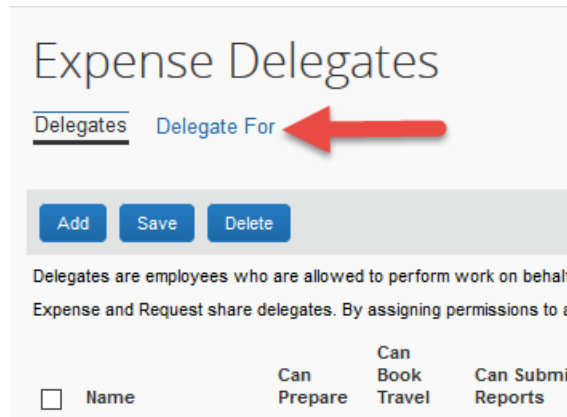
From the Concur home screen, click **Profile**, then click **Profile Settings**.



Click on either **Expense Delegates** or **Request Delegates** (they go to the same place).



Remove Delegates
Click **Delegate For**



Click the check-box next to the name(s) of users you no longer need, then click **Delete**. If you do not act as a delegate (travel rep) for any users, select the checkbox at the top to select all users on your list, then click **Delete**.

