Go to Penn State's SAP Concur page: https://sapconcur.psu.edu/
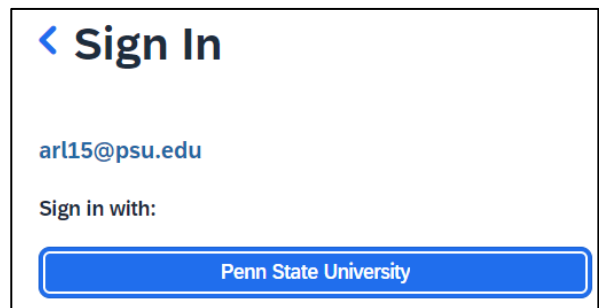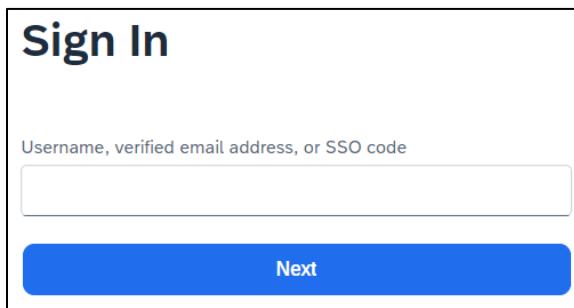
Click on the orange "LOGIN TO SAP CONCUR" button.
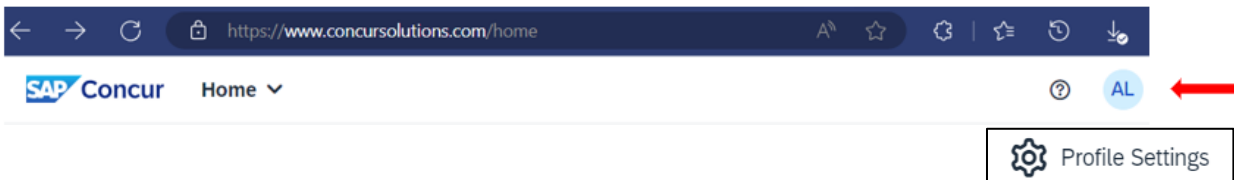
## SAP Concur

The SAP Concur Expense is used to reimburse employees and non-employees for Travel and G&S expenses and Request is used for Purchasing Card maintenance, request an increase or decrease in limits or request a new purchasing card.

LOGIN TO SAP CONCUR

Sign-in using your @psu.edu account

## Sign In

Username, verified email address, or SSO code

Next

## ‹ Sign In

arl15@psu.edu

Sign in with:

Penn State University

This will take you to the Concur landing page. Click on your profile icon in the top right corner, to the right of the ⑦ icon. Your profile icon may look different. Click on the icon and select the gear icon "Profile Settings"

Under the **Expense Settings** header, select the "Expense Delegates" link. Click the add button and enter ljj13@psu.edu (Lori Jennings).

## Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees

## Expense 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