



! IMPORTANT REMINDERS:

- Concur is for university business use ONLY – no personal travel is permitted to be booked through Concur.
- An approved Spend Authorization (SA#) is required at purchase.
- Access to Concur is limited to employees only (no contingent or part time employee access).
- Your Concur access is based on the agency that supports your travel demographic in Workday:
 - If you are UNIV, OSUP, Health System = Concur with Corporate Travel Planners (**Individual business travel**)
 - If you are ATHLETICS = Concur with Anthony Travel (Athletics business travel)

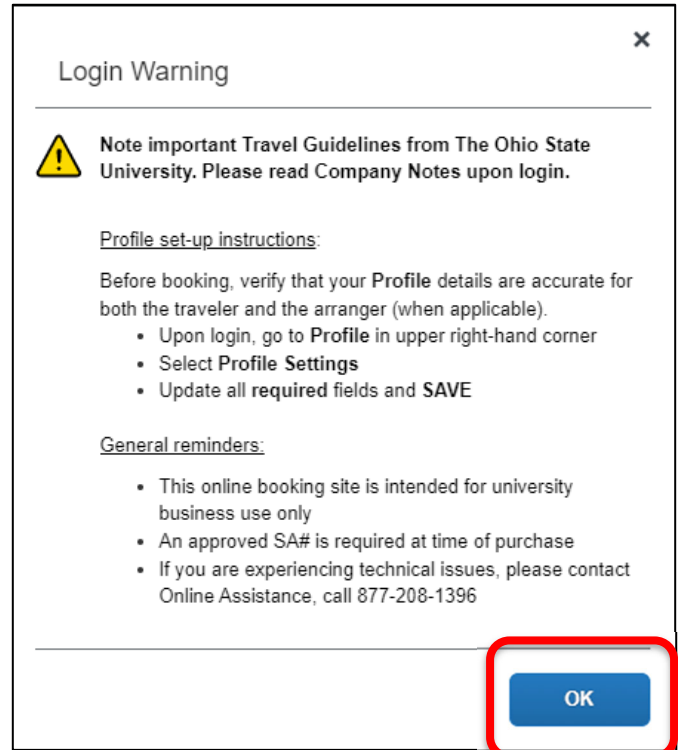
If you have any questions, or need further assistance please contact the Travel Office at 614-292-9290 or travel@osu.edu.

Assigning Travel Assistant

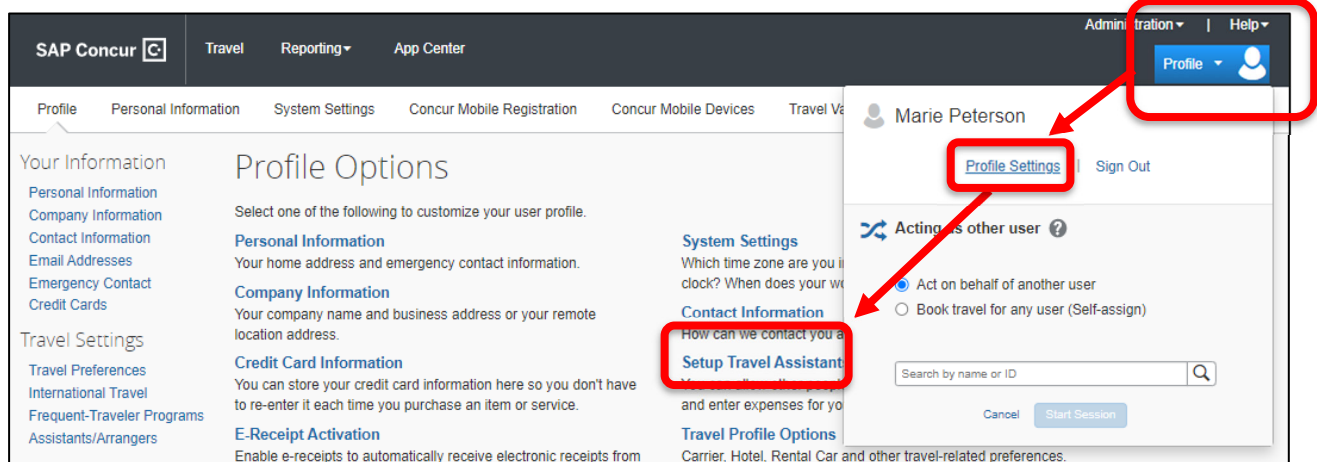
Assigning a Travel Assistant (aka Arranger) allows that individual to book travel (e.g., airfare) on your behalf, by giving them access to your profile in Concur.

The Travel Assistant **must** be a full-time OSU employee (not a contingent worker) to have access to login into Concur and **must** have completed their own Concur Profile before they are able to book on behalf of another traveler to whom they have been assigned by the steps below.

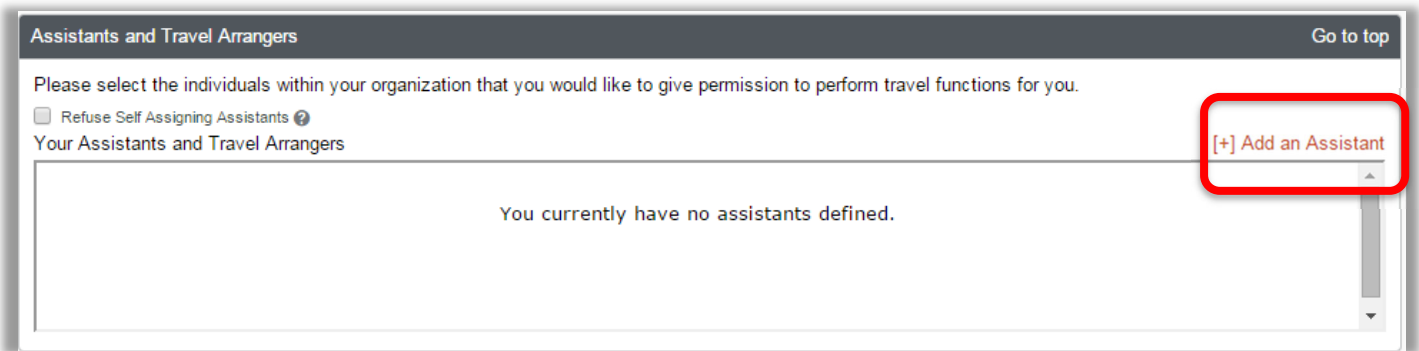
1. Navigate to Concur located at the [Travel website](#).
2. Click “**Book Travel Online**” icon
3. Login with OSU credentials (e.g., *name.#* and password) and respond to duo pass.
 - Based on your login credentials, you will automatically be directed to the appropriate OSU instance of Concur based on your primary assignment (University or Athletics).
4. Click **OK** at the Login Warning.



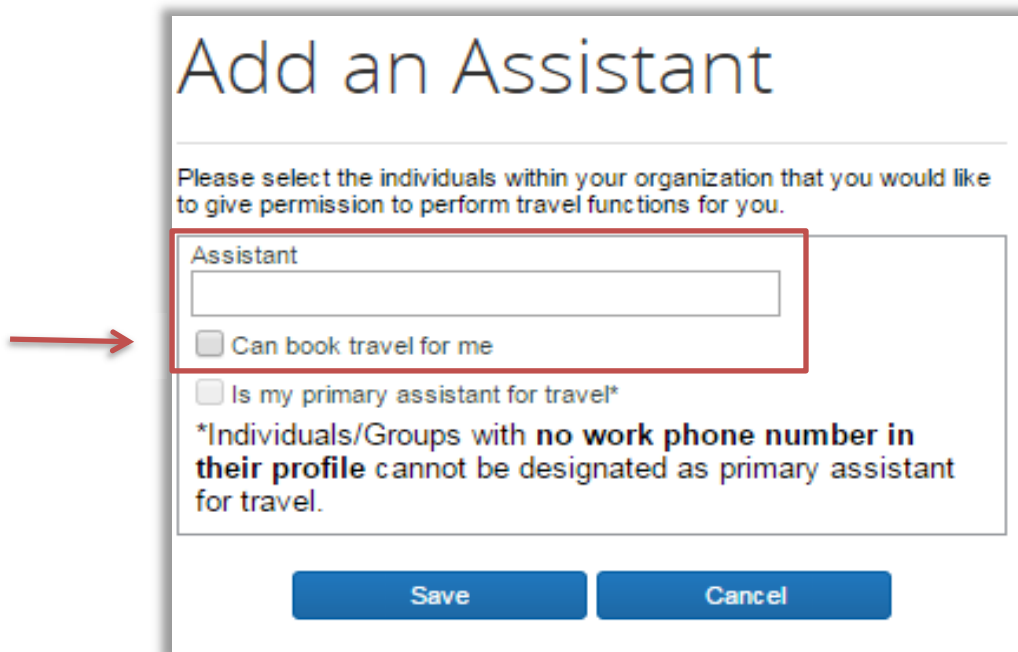
5. Access your profile information by following the path below:
 - Select Profile > Profile Settings > Setup Travel Assistants



6. Select the “Add an Assistant” link.



7. When the dialogue box comes up, search for the name of the person you would like to add in the Assistant search field. With their name selected, check the “Can book travel for me” checkbox and select save.
- You can search by *FirstName LastName* (No comma), by email address, or by employee ID.
 - Repeat as needed for additional travel assistants. Make sure to select “save” each time.



After selecting save, the travel arranger will show up in your profile under the “Assistants and Travel Arrangers Section.”

Note: No notification will be sent to the assistant letting them know they have been assigned. It is recommended that once they are added, you communicate with them that they may now book travel on your behalf.



If you need to edit or remove a travel arranger, you may do so by selecting the pencil or trash can icon beside their name.

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

| | | |
|--------------------|--|---|
| Peterson, Marie L. | Can book travel? <input checked="" type="checkbox"/> |   |
| Tobias, Joseph R. | Can book travel? <input checked="" type="checkbox"/> | |
| | | |