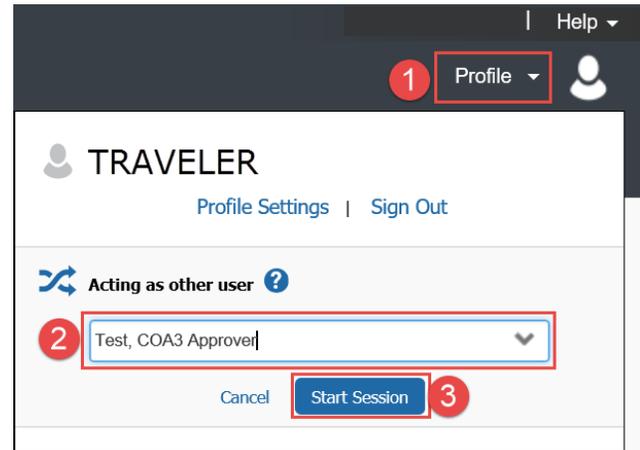


Acting as a Delegate

Overview: A delegate is a user who is granted permission to act on behalf of another employee to perform tasks such as creating, submitting, and approving expense reports. The employee must first indicate their delegate through their profile (Expense Delegates). Delegates cannot submit the **Missing Receipt Affidavit** for another employee.

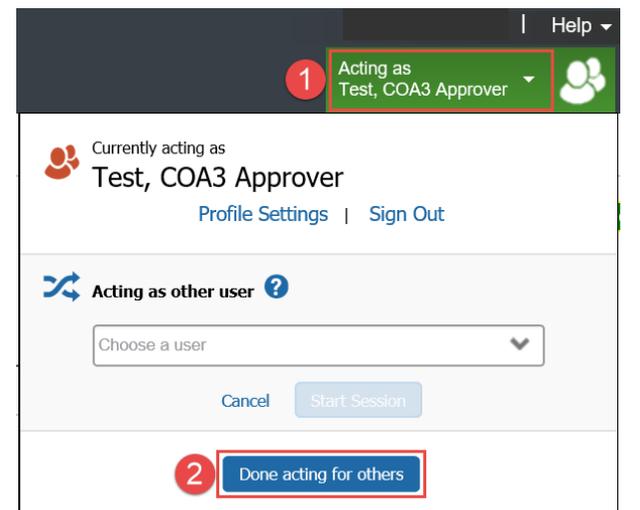
Act as a Delegate

1. Click **Profile**.
2. From the **Acting as other user** menu, select the name.
3. Click **Start Session** button.



Sign Out as a Delegate

1. Click the user's name.
2. Click **Done acting for others** button.



Want to learn more?
Watch the video



[Acting as a Delegate](#)



Quick Reference Guide

- Version: 18-08-01-01
- Website: www.bcm.edu/mosaic
- SAP Concur Support: concursupport@bcm.edu | IT Help Desk: 713-798-8737

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