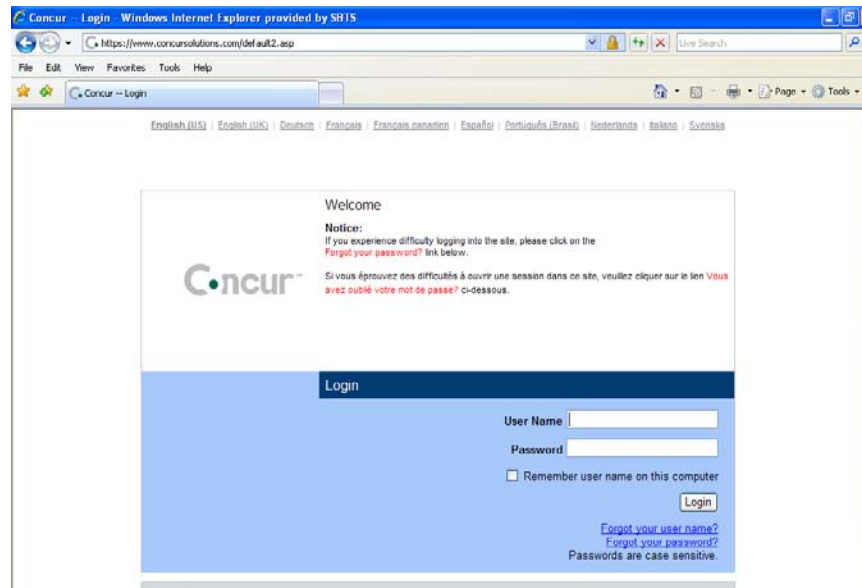


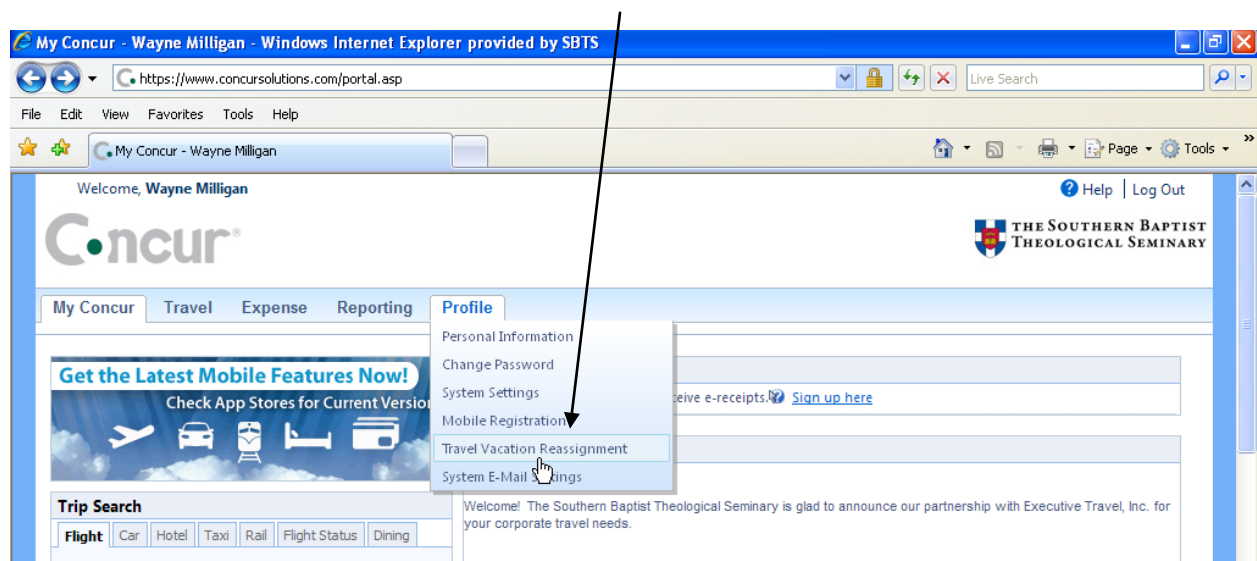
## Travel Vacation Reassignment

Please remember that you have access to the Concur software via the internet which allows you to do enter information from anywhere in the world. Still, you have the option of assigning your Cliqbook approval to someone in your absence. Please remember upon return to clear the backup manager so the approval e-mail and expense will be received as normal.

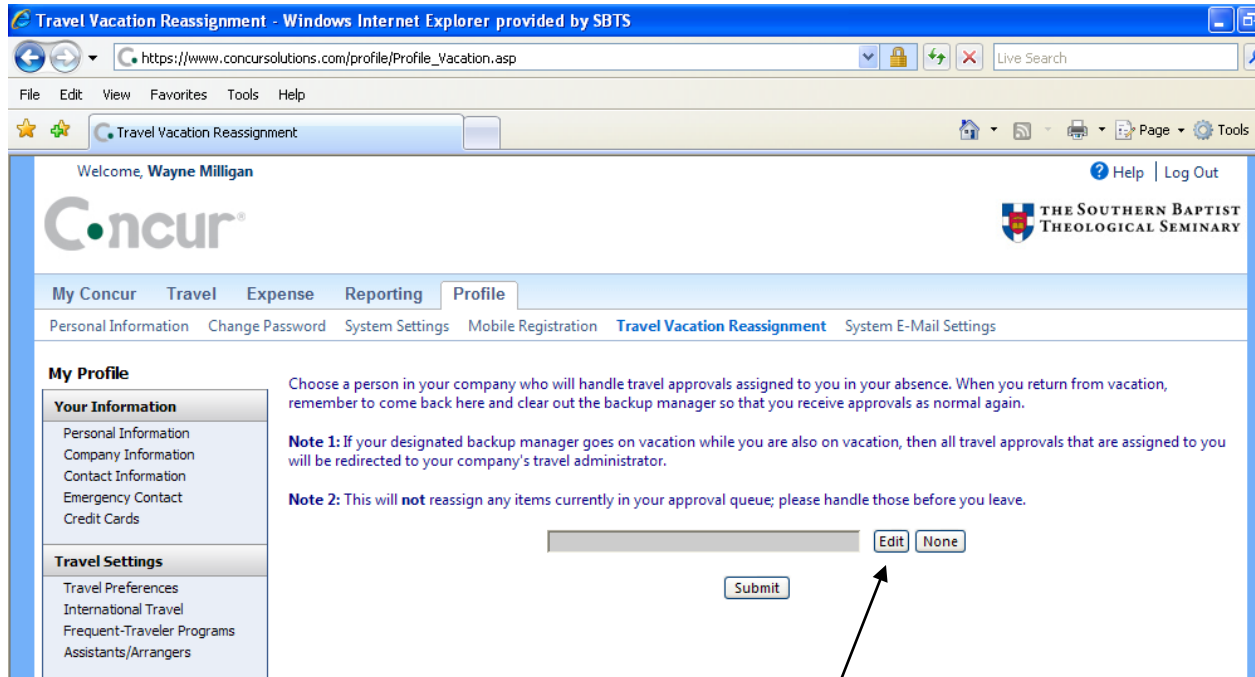
- Log in to Concur.



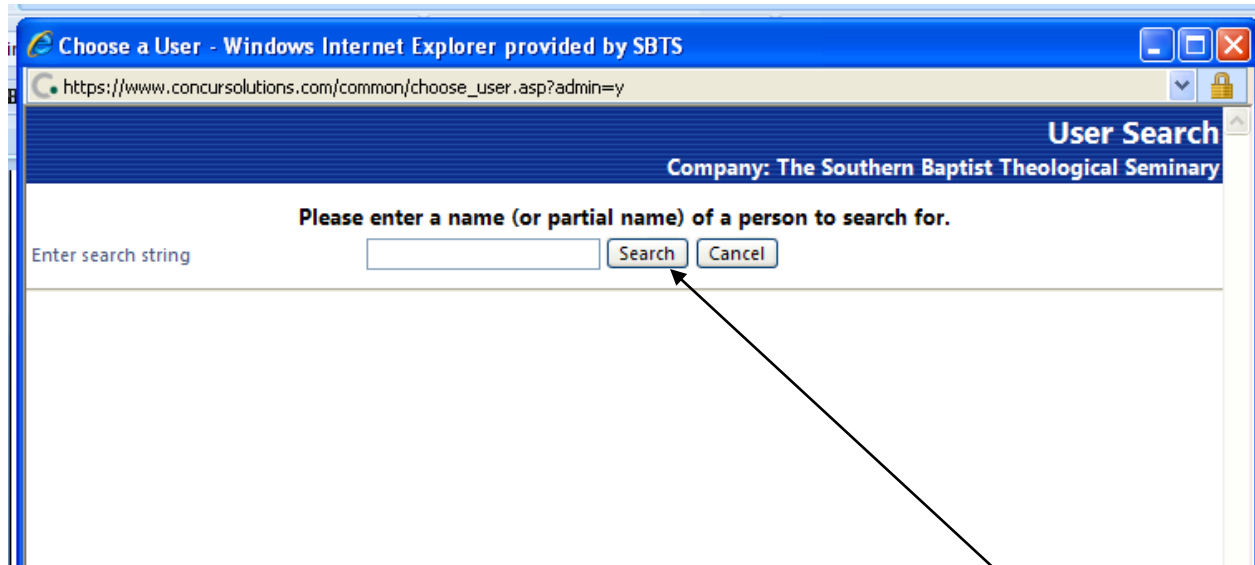
- Click on “Profile” and then “Travel Vacation Reassignment.”



- The following screen appears.

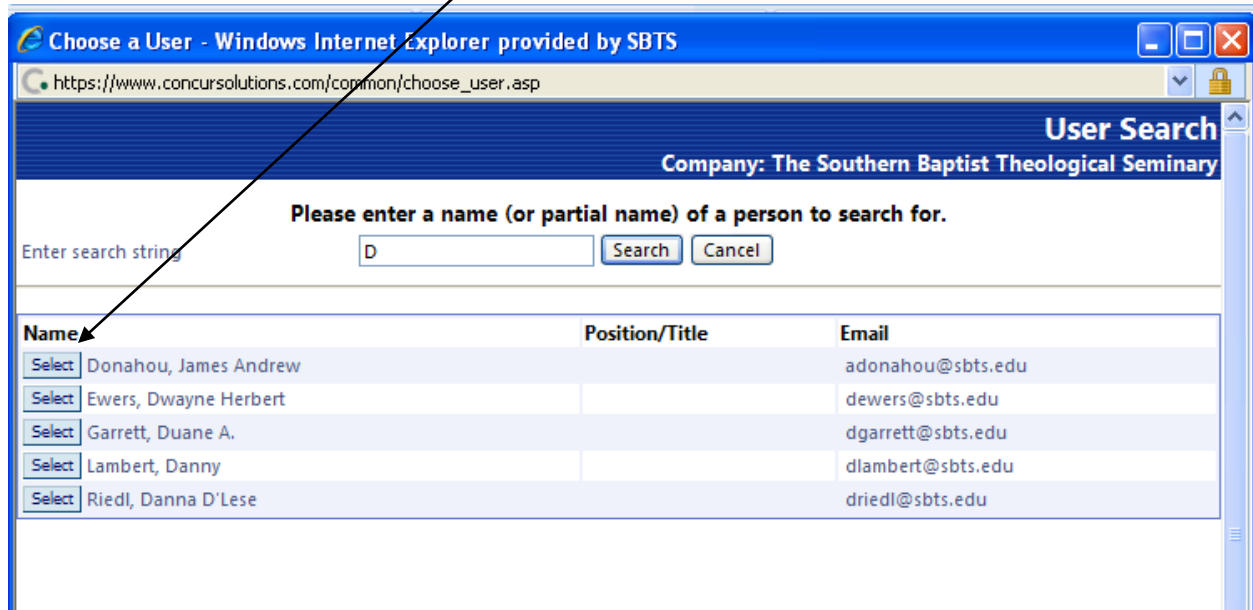


- Please read “Note 1” and “Note 2” carefully. Click “Edit.”
- The following screen will appear.

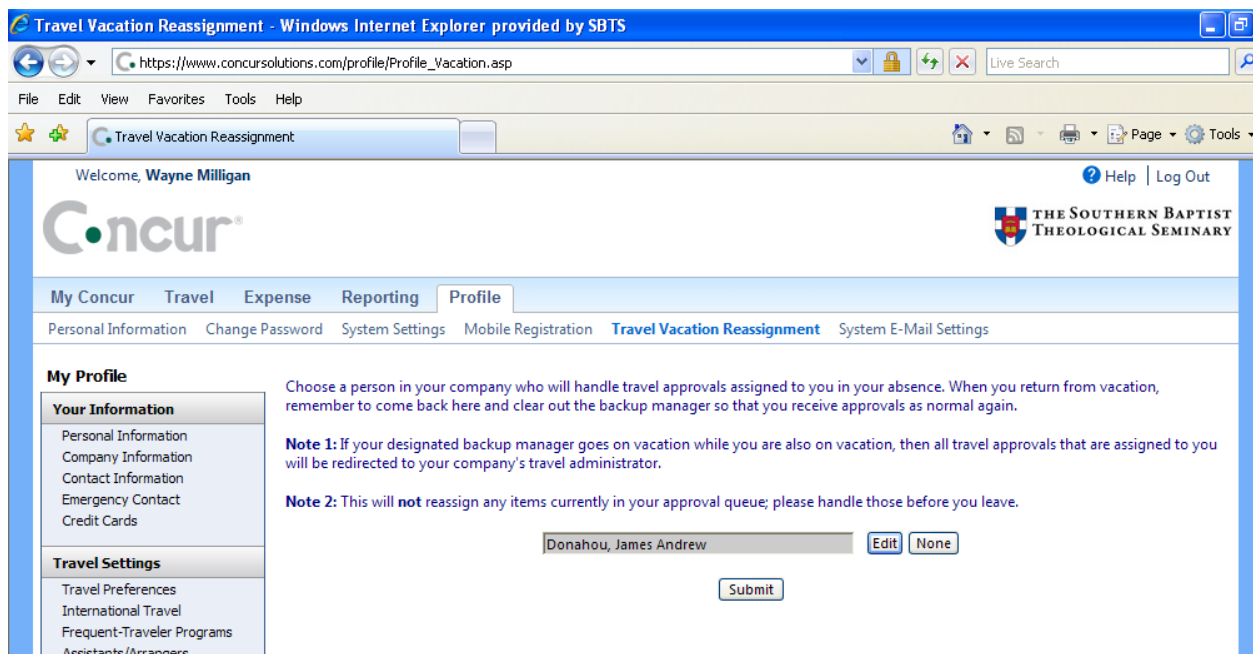


- Type the last name of the person who you wish to assign as your back up. Click “Search.”

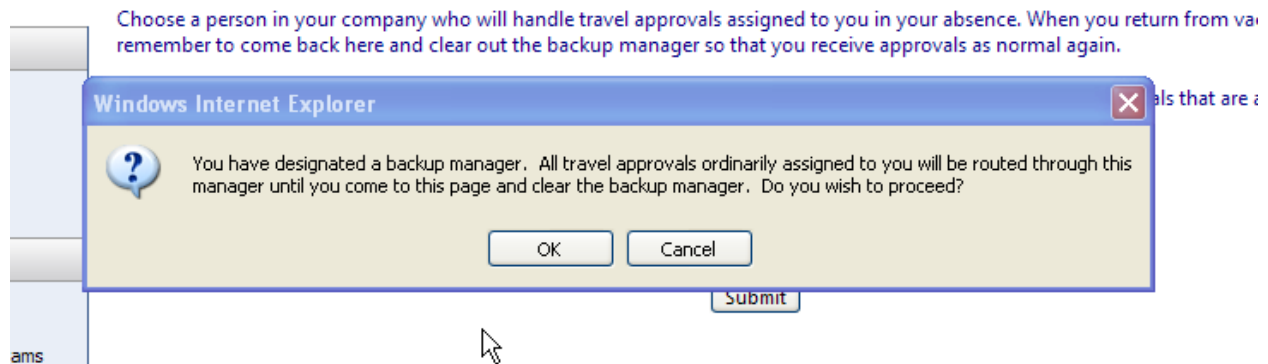
- The following screen appears with a list of employees. Choose the employee you want to assign by clicking on the “Select” button.



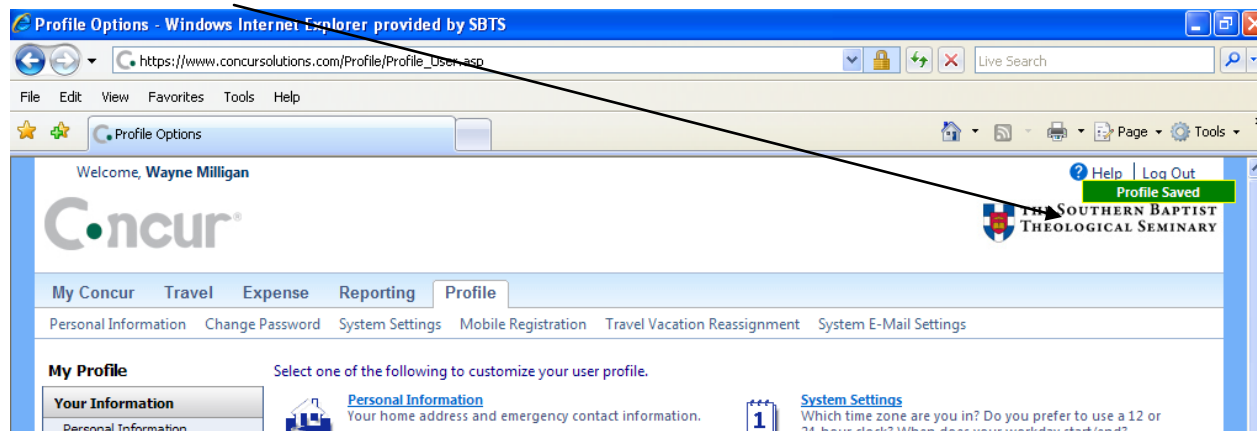
- The person’s name that you choose will be selected and the following screen will appear.



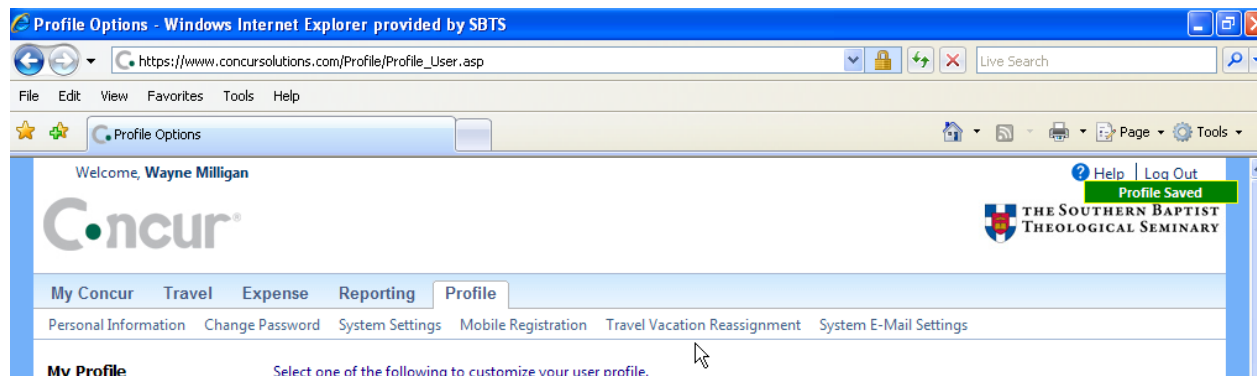
- Click “Submit” and the following message will appear.



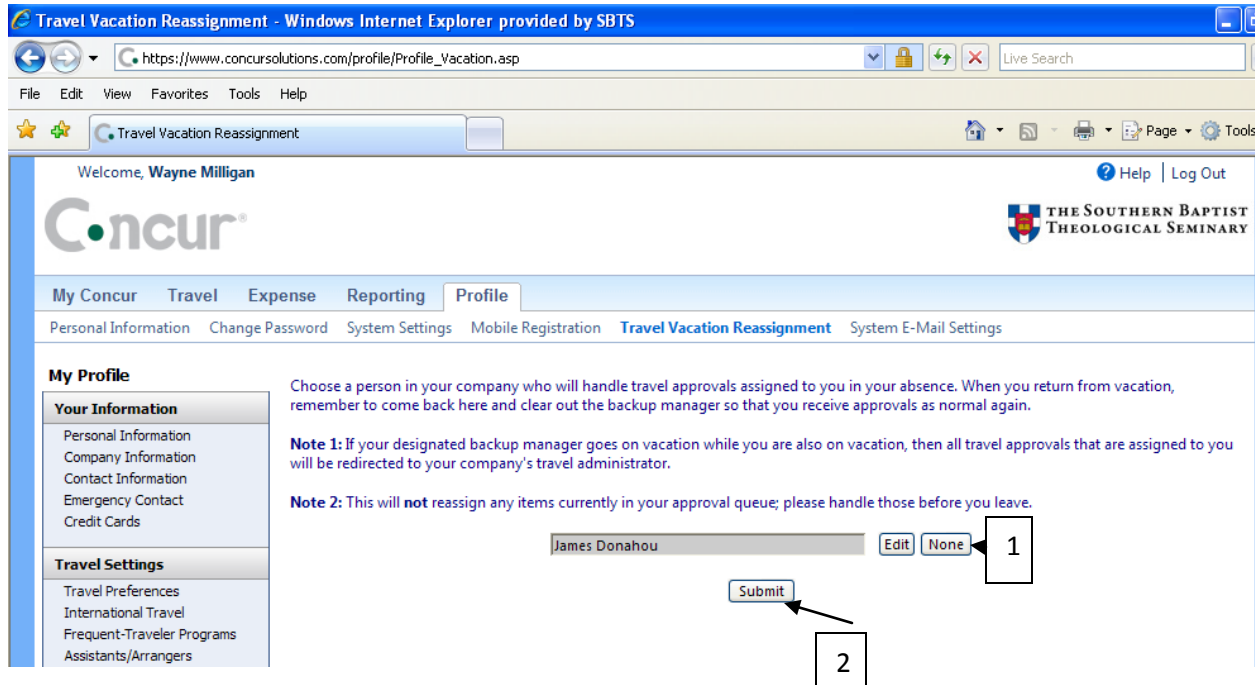
- After you read the above information click “OK.”
- You will see the following message in the right hand corner of your Concur window.



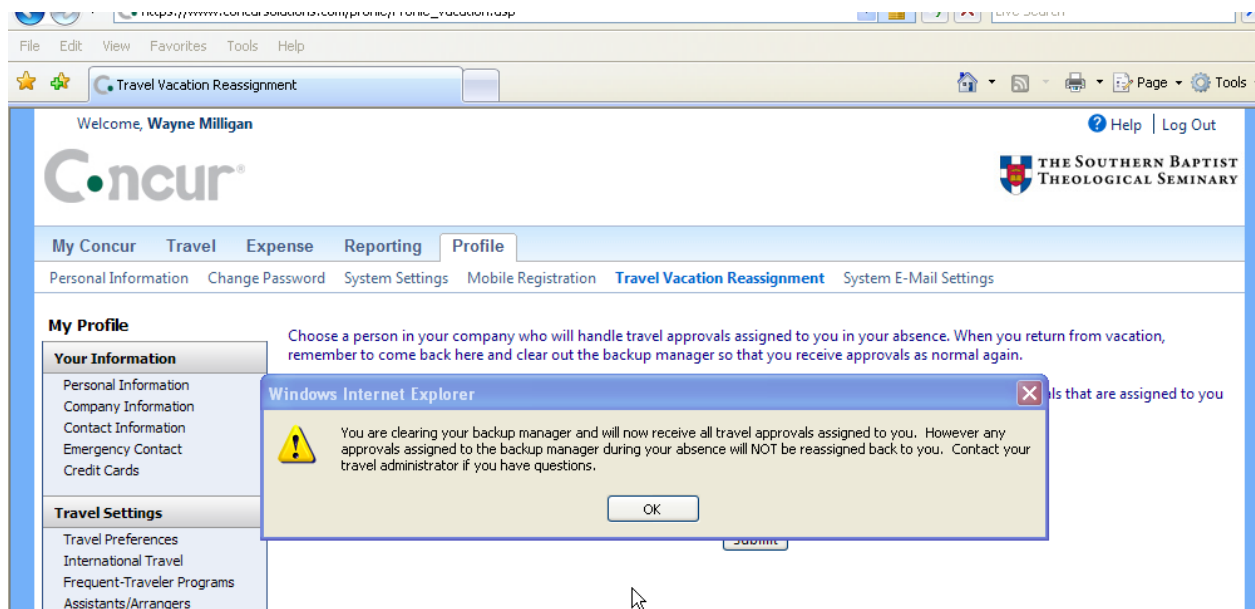
- To reassign the approval setting to yourself click on the “Travel Vacation Reassignment” under the “Profile” tab.



- The following screen will appear.



- Click on the “None” button (1).
- Click on the “Submit” button (2).
- The following screen will appear.



- Click “OK.”