

# How to Remove an Arranger/Assistant

Statewide Travel Program

### Content

1. General Information .....	3
1.1 Who can be a Travel Arranger or Assistant? .....	3
1.2 How many Arrangers/Assistants can I have? .....	3
2. Remove an Arranger/Assistant as a Traveler .....	4
2.1 When do I remove an Arranger? .....	4
2.2 Steps to remove .....	4
3. Remove an Arranger/Assistant as the Arranger .....	7
3.1 When do I remove myself as an Arranger? .....	7
3.2 Steps to remove .....	7
4. Additional Resources .....	9

# 1. General Information

## 1.1 Who can be a Travel Arranger or Assistant?

Arranging or assisting with booking travel reservations is appropriate for any agency employee with a Concur profile. This feature is often used by Travel Coordinators for their agency's travelers.

## 1.2 How many Arrangers/Assistants can I have?

You can add as many Assistants or Arrangers as you would like, but only one can be the primary assistant. The primary assistant **MUST** have an office/work telephone in their profile. The primary assistant will always receive an email copy of the itinerary for the traveler, regardless of who made the reservation (primary assistant, other travel arranger/assistant or traveler). The primary assistant can modify the traveler's profile as needed. All assistants are authorized to book travel on your behalf.

## 2. Remove an Arranger/Assistant as a Traveler

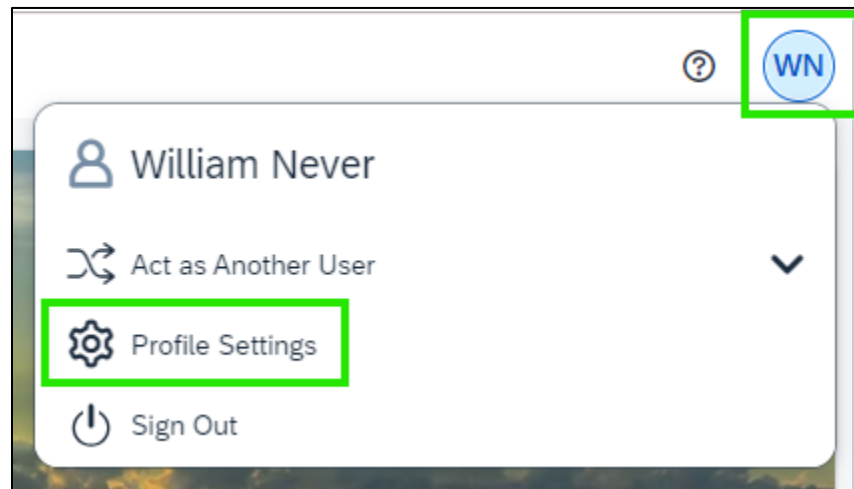
### 2.1 When do I remove an Arranger?

You may want to delete an Arranger/Assistant for many reasons, including but not limited to:

- Arranger has left the agency
- Arranger was assigned accidentally
- Arranger or Traveler has a new role within the agency

### 2.2 Steps to remove

Once you've logged into Concur, click the circle with your initials and select 'Profile Settings.'



Select 'Setup Travel Assistants.'

### Profile Options

Select one of the following to customize your user profile.

**Personal Information**  
Your home address and emergency contact information.

**Company Information**  
Your company name and business address or your remote location address.

**Credit Card Information**  
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

**Travel Profile Options**  
Carrier, Hotel, Rental Car and other travel-related preferences.

**Change Password**  
Change your password.

**System Settings**  
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

**Contact Information**  
How can we contact you about your travel arrangements?

**Setup Travel Assistants**  
You can allow other people within your companies to book trips and enter expenses for you.

**Travel Vacation Reassignment**  
Going to be out of the office? Configure your backup travel manager.

**Concur Mobile Registration**  
Set up access to Concur on your mobile device

## HOW TO REMOVE AN ARRANGER/ASSISTANT



Find the Arranger you would like to remove and click the trash can icon next to 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

Assistant Changes Saved		
Assistant	Can book travel?	Update/Delete
Never, Concur	Can book travel? —	 
<div>Save</div>		

Click 'OK' in the popup.

**us2.concursolutions.com says**  
Click OK to delete this assistant. Click Cancel to stop.  

OK

Cancel

You will know the deletion happened because a green banner will appear that says, "Assistant Changes Saved." The Arranger/Assistant will no longer show up in the 'Your Assistants and Travel Arrangers' box.

**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

**Assistant Changes Saved**

You currently have no assistants defined.

Save

## HOW TO REMOVE AN ARRANGER/ASSISTANT

Click 'Save' to save the changes to your profile. If you do not click save, the deletion will **not** be saved.

**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

**Assistant Changes Saved**

You currently have no assistants defined.

**Save**

You will know the changes were saved because a green box will say, "Profile Saved." You have successfully removed the Arranger/Assistant.

**Your Information**  
[Personal Information](#)  
[Company Information](#)  
[Contact Information](#)

**Profile Options**  
Select one of the following to customize your user profile.

**Profile Saved**

## 3. Remove an Arranger/Assistant as the Arranger

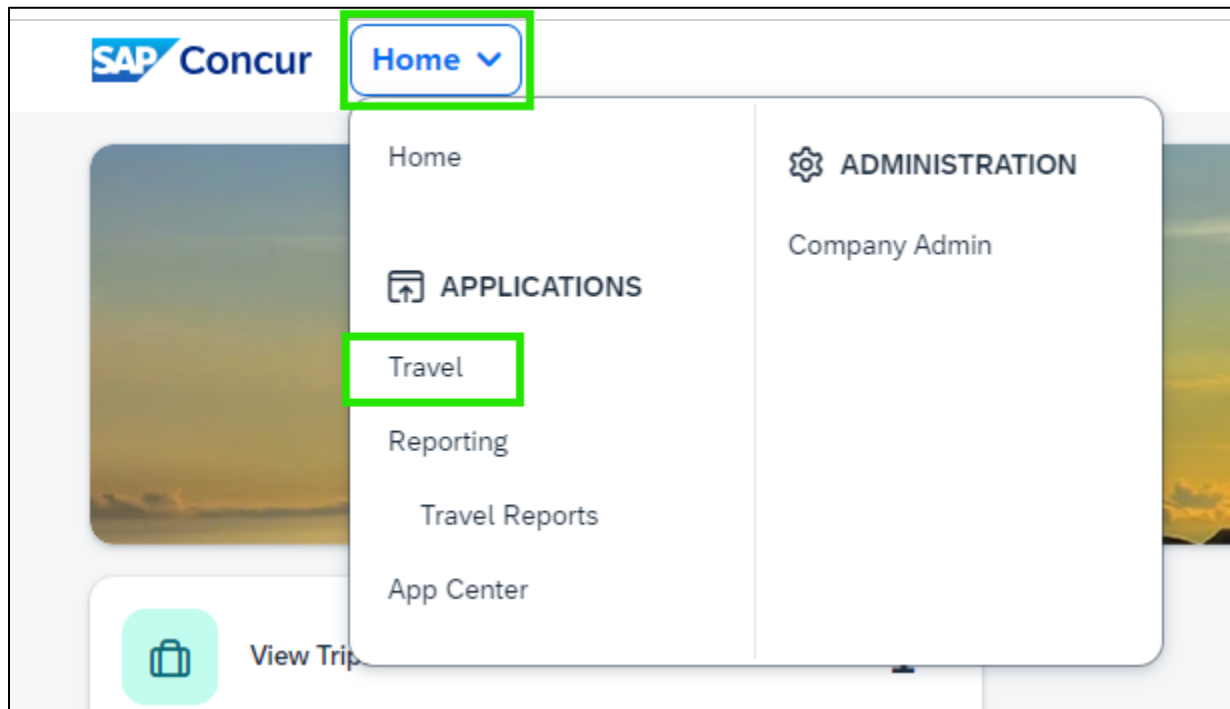
### 3.1 When do I remove myself as an Arranger?

You may want to remove yourself as an Arranger/Assistant for many reasons, including but not limited to:

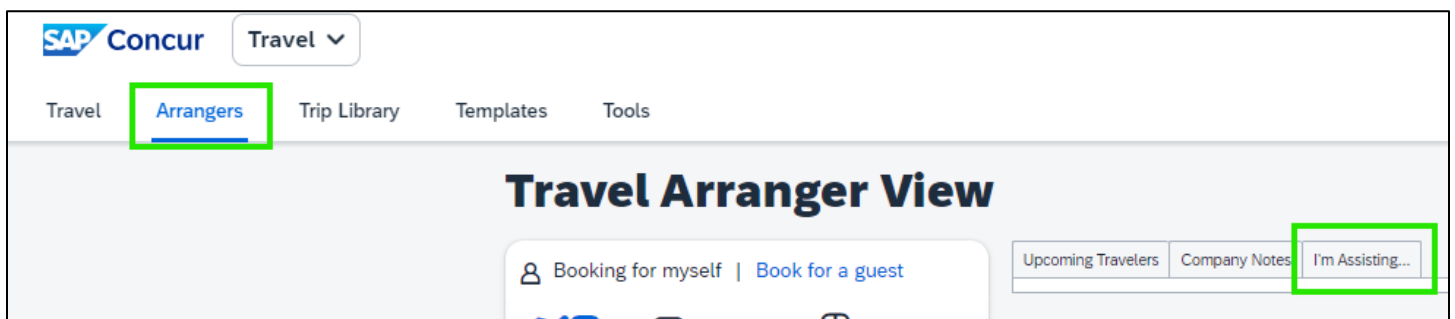
- Traveler has left the agency
- Traveler was assigned accidentally
- Arranger or Traveler has a new position within the agency

### 3.2 Steps to remove

Once you've logged into Concur, click 'Home,' 'Travel.'

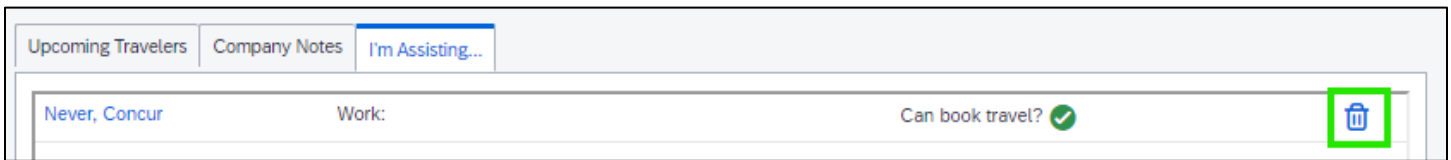


Select 'Arrangers,' then 'I'm Assisting.'

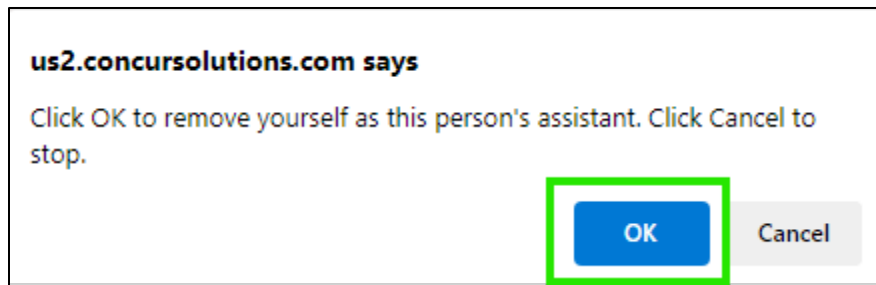


## HOW TO REMOVE AN ARRANGER/ASSISTANT

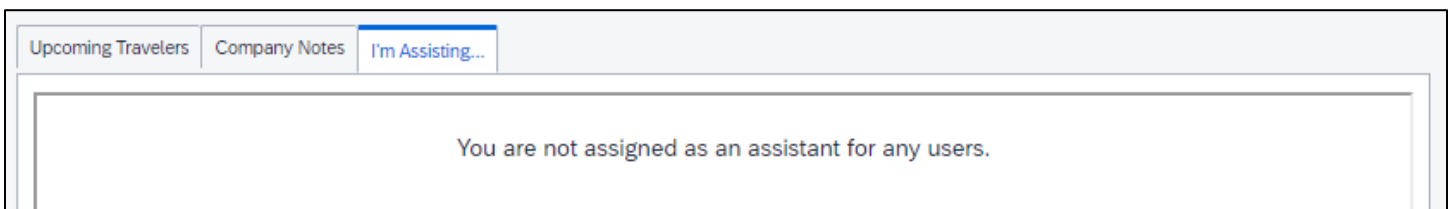
Find the traveler you would like to remove and click the trash can icon next to their name.



Click 'OK' in the popup.



Once the page reloads, you will see that the traveler is no longer listed. You have successfully removed the Traveler.





## 4. Additional Resources

As a traveler, your first resource for all travel-related inquiries is your agency Travel Coordinator(s). Other helpful resources are:

[Assigning a Travel Arranger/Assistant](#)

[Assigning a Travel Arranger/Assistant \(Video\)](#)

[CI Azumano Webpage](#)

[Concur Login Page](#)

[Statewide Travel Program Training Resources Page](#)