Preparer Delegates are assigned to create and submit pre-approval requests

*NOTE: If the request contains a cash advance it must be submitted by the traveler

Approver Delegates are assigned to approve requests on an approver’s behalf

Previewers are assigned to review requests then send to the approver to submit

Travel assistants are assigned to complete travel bookings in Concur on a traveler’s behalf

Preparer Delegates are assigned to create expense reports on a traveler’s behalf, however ONLY the Traveler can submit the expense report

Approver Delegates are assigned to approve expense reports on an approver’s behalf

Previewers are assigned to review expense reports then send to the approver to submit

*An Approver is a traveler’s direct supervisor in Core-CT and the Fiscal Officer on the KFS account selected in Concur

*An Approver Delegate must have the role of Supervisor or Fiscal Officer in Core-CT

*A Previewer does not need to have the role of Supervisor or Fiscal Officer in Core-CT