



Travel Management System (TMS)

JOB AID # 4.05

Date: 03/29/2012

Job Aid Description: Assigning a Travel Assistant or Arranger to Book Travel

You can choose an assistant or arranger to view and modify your profile or to book travel and trips on your behalf. Each traveler can have one primary assistant. Only users with a work telephone number in their profile can be selected as primary assistants.

NOTE: Your assistant must be an existing TMS user before you can add him/her to your profile.

To add or change an assistant or travel arranger:

1. On the **My Concur** page, select **Profile tab** on the right side of page.
2. Select Profile Settings then under Profile Options
 - **Setup Travel Assistants** link at the right of the page
- or -
 - **Personal Information** on the submenu at the top of the page, then Jump to: select **Assistants**
- or -
 - under Travel Settings on the left menu, select **Assistants/Arrangers**
3. Click on the **Add an Assistant** link to search for your assistant's last name. Use the following format: *LastName*, for example: Smith.
4. Select the desired assistant from the dropdown list.
5. Click **Save**.