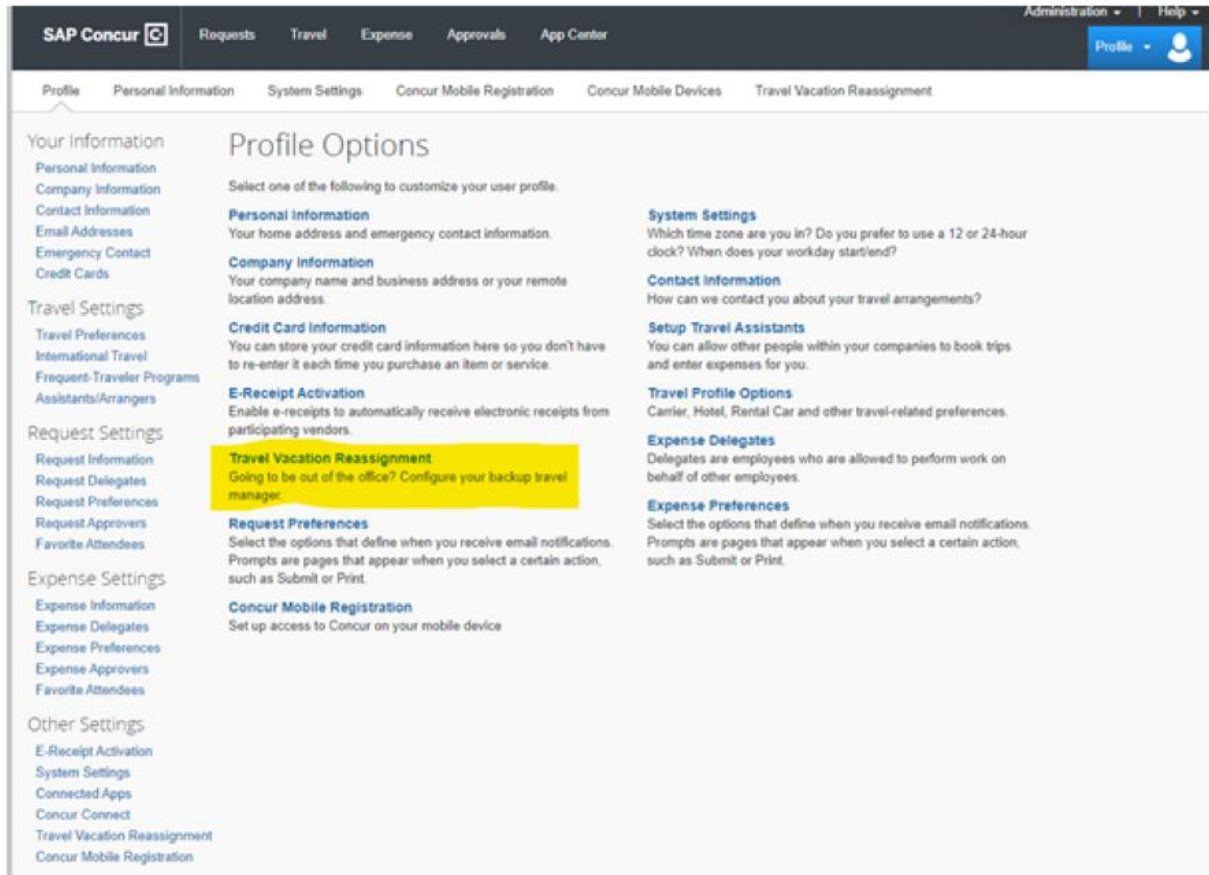


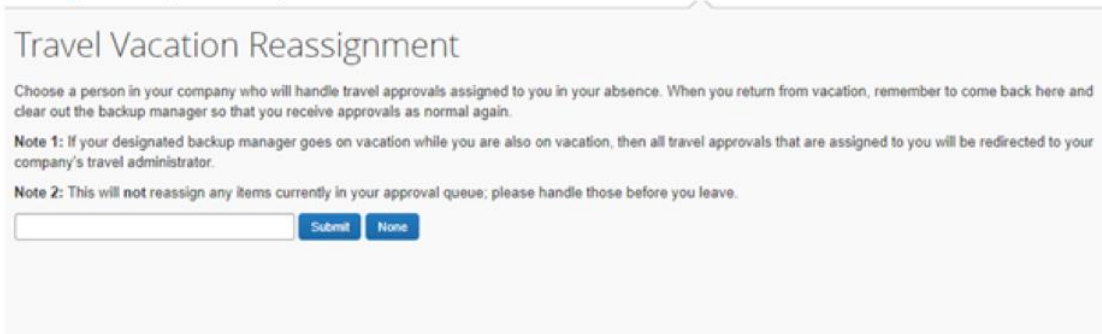
(For Approvers) What do I do if I go out of town?

Go to your profile and select, “Travel Vacation Reassignment.”



The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. On the right, there are links for 'Administration' and 'Help', and a 'Profile' button with a user icon. Below the navigation bar, a breadcrumb trail shows 'Profile' > 'Personal Information' > 'System Settings' > 'Concur Mobile Registration' > 'Concur Mobile Devices' > 'Travel Vacation Reassignment'. The main content area is titled 'Profile Options' and contains several sections: 'Your Information', 'Travel Settings', 'Request Settings', 'Expense Settings', and 'Other Settings'. The 'Travel Vacation Reassignment' option is highlighted in yellow. The description for this option reads: 'Going to be out of the office? Configure your backup travel manager.'

And then fill out the field below (make sure to read the text carefully, it will tell you to clear the backup manager once you return):



The screenshot shows the 'Travel Vacation Reassignment' form. It has a title 'Travel Vacation Reassignment' and a description: 'Choose a person in your company who will handle travel approvals assigned to you in your absence. When you return from vacation, remember to come back here and clear out the backup manager so that you receive approvals as normal again.' There are two notes: 'Note 1: If your designated backup manager goes on vacation while you are also on vacation, then all travel approvals that are assigned to you will be redirected to your company's travel administrator.' and 'Note 2: This will not reassign any items currently in your approval queue; please handle those before you leave.' At the bottom, there is a text input field, a 'Submit' button, and a 'None' button.