Individuals who are listed as **Travel Assistants/Arrangers** in the Concur **Profile** of another employee have the ability to make travel arrangements on behalf of that employee. Some units have individuals who need to be Travel Assistants/Arrangers for numerous people.

The **I'm Assisting** setting in a Unit Expert's Concur **Profile** will aid a Unit Expert in managing their list of employees for whom they need to arrange travel.

**I'm Assisting Setting**

**Listing of Employees You Assist With Travel**

To view the employees that you can arrange travel for, do the following:

1. Click on your **Profile** tab
2. Navigate to the **My Profile** settings options in the left-hand menu
3. Under the **Other Settings** tab, click on **I'm Assisting**…
4. A listing will display to the right showing you all the employees you can book travel for.

**Adding Yourself as a Travel Assistant/Arranger**

1. In the **Find a user** field, enter the name of the employee you wish to add yourself as a Travel Assistant/Arranger for.
2. Select the correct employee name from the listing that appears.
3. Select the **Can book travel?** checkbox
4. Click on the **Add/Update** button to add the employee to your listing.

If an employee has selected **“Refuse Self Assigning Assistants”** in the **Travel Assistants / Arrangers** section of their Concur **Profile**, they cannot be added to the Unit Expert I’m Assisting list and an error will display. That employee will need to be notified to add the Unit Expert as a Travel Assistant/Arranger.

Once listed as a **Travel Assistant/Arranger**, a Unit Expert can make changes to the employee’s Concur **Profile**, including adding their own email address in the **Contact Information** section in order to receive emails on travel arrangements.