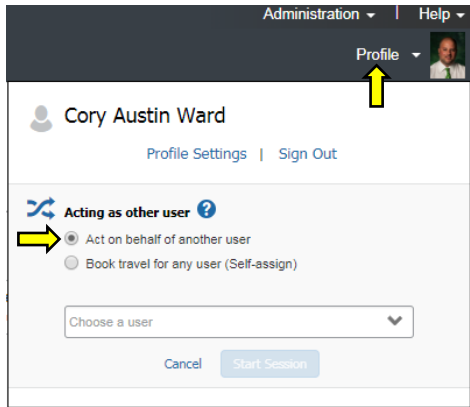
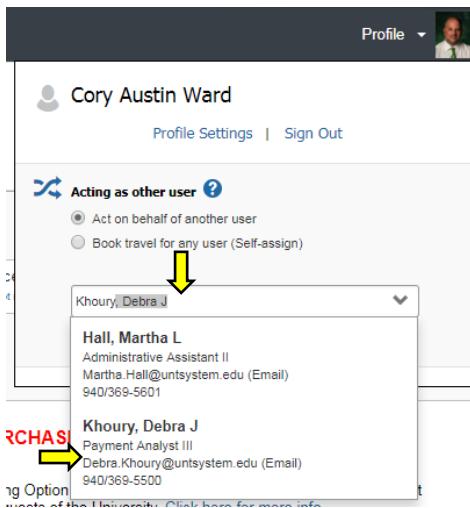


HOW-TO: LOG IN AS A TRAVEL ASSISTANT – BOOK TRAVEL FOR OTHER EMPLOYEES

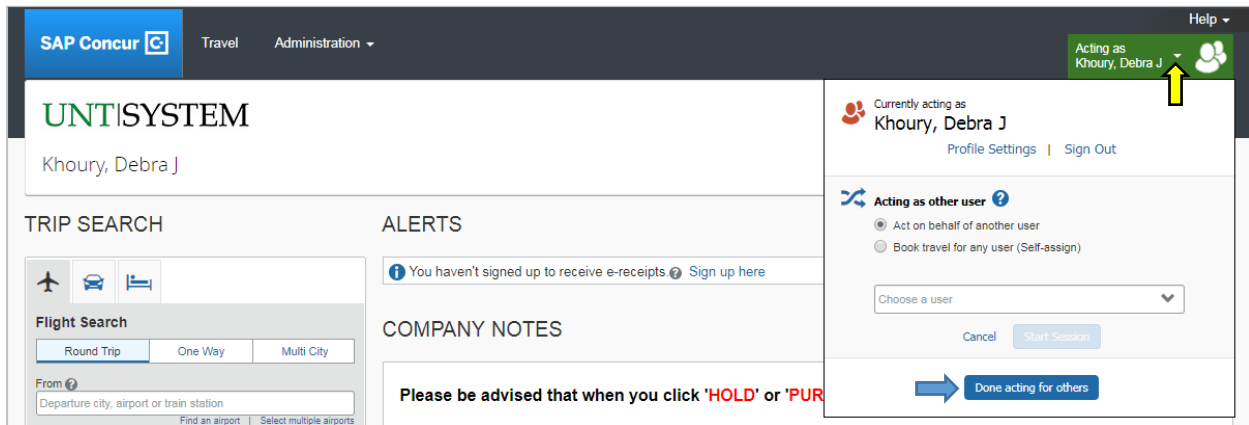
1. In the top right corner select Profile > Act on behalf of another user



2. In the Choose a user box, enter the last name of the employee you will book travel for. Select the name of the employee you will be booking travel for.



3. After you have booked travel for the employee, select Profile > Done acting for others



HOW TO: REVIEW LIST OF EMPLOYEES THAT HAVE DELEGATED YOU AS A TRAVEL ASSISTANT

1. In Travel module, select Arrangers > I'm Assisting

The screenshot displays the 'Travel Arranger View' interface. At the top, a navigation bar includes 'Travel', 'Arrangers', 'Trip Library', 'Templates', 'Meetings', 'Tools', and 'Meeting Admin'. A yellow arrow points to the 'Arrangers' tab. Below the navigation bar, the page title is 'Travel Arranger View'. On the left, there is a 'Flight Search' section with options for 'Round Trip', 'One Way', and 'Multi City'. It includes input fields for 'From' (Departure city, airport or train station) and 'To' (Arrival city, airport or train station), both with 'Find an airport' and 'Select multiple airports' links. A red 'Search' button and a 'Show More' link are at the bottom of this section. On the right, there is a 'Travel Alerts' section with a blue header and a message about connecting a Concur account to Tript. Below this, a tabbed interface shows 'Upcoming Travelers', 'Manifests', 'Company Notes', and 'I'm Assisting...'. A yellow arrow points to the 'I'm Assisting...' tab. The 'I'm Assisting...' tab displays a table with two rows of employee information:

Employee Name	Work Phone	Mobile Phone	Can book travel?	Actions
Hall, Martha L.	940/369-5601	940/268-7943	Yes (Green Checkmark)	Trash
Khoury, Debra J.	940/369-5500	940/206-4419	Yes (Green Checkmark)	Trash