



Reminder: Departmental Emergency Management Training Make-Up Sessions

You MUST register for the session you plan on attending. Please email fstraining@utk.edu to let them know which session you prefer. [This training is required.](#)

Make-Up Session: Wednesday, Feb. 28 - Rooms 101/102 at FSC - 8:30am

Make-Up Session: Wednesday, Feb. 28 - Rooms 101/102 at FSC - 2:30pm

Senior Insurance Specialty Group Medicare/Social Security Meeting

The next Senior Insurance Specialty Group meeting is scheduled for Wednesday, March 20th at 3:30pm. Make plans to join as Karen Kakura shares with our team about Medicare options and Social Security.

Register Today: Green Sports Alliance Webinar featuring Jay Price

Sign up to support Jay Price, Sustainability Manager, as he shares his insights on the Campus Race to Zero Waste competition, what it looks like to set, break, and reset world records in recycling, and lessons learned from our Zero Waste softball pilot last season. The webinar is hosted by the Green Sports Alliance and will take place on Tuesday, February 27 at 2pm. To register, click [here](#).

Workers Comp Training Make-Up - Monday, March 11 at 9am

Supervisors who have not yet participated in a session of Workers Comp training are expected to attend a virtual make-up session on Monday, March 11 at 9am. This meeting will be held through Microsoft Teams. Reach out to fstraining@utk.edu to sign up.

FSC - DASH UAT Testing March 25 - 28

The Facilities Services Complex will host User Acceptance Training for DASH on March 25 - 28. This will bring additional vehicles to the Facilities Services Complex. Please be patient as parking will likely be a bit tighter on those days.

Shared Services Has a New Travel Assistant

Last week, the Office of Shared Services announced that they've brought in a new Travel Assistant, Belinda Bauer, to help with UT-related travel. If you travel for work, you'll need to go into Concur ASAP to add her as your travel delegate so she can assist you. Instructions are included at the end of the Weekly.



BUILDING SERVICES

- No report received

OPERATIONS & LANDSCAPE LANDSCAPE SERVICES

- Finalize designs and order flowers for spring/summer flower beds
- UTIA VREC: Provide excavation for new water service line throughout the facility
- Annual performance reviews (cont)
- Middle Drive: Coordinate pavement repairs associated with excavation for storm and sanitary sewer repairs (cont)
- Landscape Beds: Campus wide landscape cleanup and mulch installation (cont)
- Sorority Village: Excavation support to the Plumbing group for geothermal system repairs (cont)
- Irrigation Systems: Resume GPS location all underground valves, meters, and components (cont)
- Regal and Lee Stadium: Submitted estimate to UT Athletics for new dumpster enclosure and trees for screen plantings along railroad tracks (cont)
- Biosystems Engineering Bldg: Rain garden landscape enhancement improvement project (cont)
- SERF: Excavation support for steam infrastructure leak (cont)
- UTIA GATOP Gardens: Provide routine common area maintenance (cont)
- Autonomous Mowing Study: Working with several companies to develop a future plan to integrate autonomous mowing units throughout campus (cont)
- Landscape Services Staffing Study: Revise greenspace data to reflect campus changes to the landscape since 2015 (cont)

- Urban Forest Master Plan (City of Knoxville): Serving on advisory board
- Morgan Hall: Ongoing landscape protection support associated with roof repairs, window replacement, and brick tuck-pointing project (cont)
- Vet Med Addition: Participate in the final irrigation and landscape punch list walk with the designer and contractor (cont)
- TREC: Provide excavation support to the Plumbing team for repair of steam condensate leak (on hold)
- Ayres Hill ADA staircases: Coordinate with FS Design on landscape plan for new staircases (cont.)
- Recruiting to fill vacant positions

MOVING & EVENT SVCS

Events:

- Delivered and set up for Communications Leadership Academy event at UT Culinary Institute and Creamery.
- Picked up tables and chairs from 617 Main Street.
- Delivered tables and chairs to HPER 202B for film screening event.
- Delivered tables to Strong Hall 103 for weekend event.
- Delivered tables to Strong Hall Atrium for EPS Geoscience Day event.
- Delivered tables to Ped Walkway for URHC International Food Fest event.
- Delivered and set up event at Student Union Plaza.

Banners:

- Repaired banners and hardware at Circle Park.
- Picked up large I-frame signs throughout campus and returned them to Tyson Alumni House.
- Picked up 10 A-frames from Andy Holt Tower and placed them at various locations around campus.



MOVING & EVENT SVCS (CONT.)

Moves:

- Moved desk at Plant Biotech Building room 414.
- Moved and palletized boxes at Middlebrook Building for Archeology department.
- Moved -80 freezer from Mossman 229 to Strong Hall 107.
- Moved shelving unit into 209 Music Building.
- Moved two double door steel cabinets at Conference center B067.
- Disassembled and moved furniture and office items from Conference Center Building room 312B to 312A.
- Moved fridge from HBB 501 to 503.
- Removed unwanted desk and chairs from Burchfiel Geography.
- Uncrated and assembled new freezer for The Big Orange Pantry at Student Union Phase II.
- Picked up surplus items and delivered to McCord Hall, Hoskins Library.
- Removed large freezer from Conference Center and took to FSC for repair.
- Moved 2 freezers from Food Safety to McCord Hall.
- Moved items from 3rd floor Perkins Hall to 12th floor McClung Tower.
- Moved items from Andy Holt Tower 513 to Claxton 106.

ZONE 2

- A+A - work on assisting contractors on AH in welding shop
- HPER - checked and adjusted chemicals in pools
- Andy Holt - heating problems on 8th floor board room
- Communications - heating problems in Room 468
- Student Services - worked on ceiling leak in Room 209 and heat in Room 111
- Hearing & Speech - work on both 1st floor bathrooms
- General maintenance throughout the zone

ZONE 3

- Zone 3 is diligently working on monthly PMs, OSHA training, and attending mandatory training classes
- Addressing daily issues
- Maintaining quality customer service

ZONE 4

- Repaired a dishwasher in McCord Hall at Mable's
- Repaired a fryer in Phase 1 of the Student Union
- Repaired hot wells in Stokely
- Repaired a microwave oven in Mossman
- Repaired ceiling tiles at Culinary

ZONE 5

- No report received

ZONE MAINTENANCE

ZONE 1

- No report received

Weekly continues on next page



ZONE 7

- No report received.

ZONE 8

- We are planning to convert the Architecture Research Annex over to LED lighting.
- We are currently doing thorough inspections in all of our buildings and corrections are being made now.
- We have been testing new LED can lights in the Food Science building.
- We have problems with our chill water valve on AH-1 in the Food Safety building.
- We have been making lighting repairs in Central Greenhouse.
- Our monthly Archibus requests have been an area of focus for us this week.

ZONE 9

- We recently discovered a leak on the back porch at the Early Learning Center – Research & Practice
- We recently repaired the garbage disposal at the Early Learning Center on Lake Avenue.
- At the Glazer Building in Oak Ridge, one of the roof top unit's heat was not working.
- We will be doing the monthly inspection of the emergency lights at the Early Learning Centers.

SPECIALTIES TEAM

- Repaired door operators at Min Kao, Communications, Clarence Brown Theater, UTIAMM
- Replaced door operator motor and push button battery at BESS Offices
- Reset breaker for lights at Lake Avenue garage
- Repairing women's restroom door operator at Hodges Library
- Transported lifts to various campus locations
- Replaced lighting at Administration garage
- Reseated sliding glass door and adjusted trolley stops in track at Zeanah Engineering
- Replacing mirrors at Alumni Memorial and Hess Hall
- Took measurements for replacement door glass at Hess Hall room K326
- Adjusted interior window glass at greenhouse in Senter Hall
- Replacing broken windows at Presidential Court and Blount Hall
- Transported Specialties equipment and materials from Fleming to Concord storage
- Checked face velocity of fume hoods with low flow at Dabney-Buehler room 430
- Measured flow from all geothermal ground lines and determined flow for HVAC pumps at Alpha Delta Pi



SUSTAINABILITY

- We have our monthly meeting for the Committee on Campus Environment, CCE, next Monday, March 4th at 12 pm.
- We also have our monthly Green Fee committee meeting next Wednesday, March 6th at 4 pm. We are accepting proposals for projects to be funded by the Green Fee, which can be submitted on our website under "Funding Opportunities":
<https://sustainability.utk.edu/funding-opportunities/>
- We are hosting a Pollinator Slope Workday at the Grow Lab next week on Wednesday, March 6th from 1pm - 3pm.
- Jay Price has been invited to present on a webinar with the Green Sports Alliance on Tuesday at 2pm. He will be giving a 7-minute presentation about the Campus Race to Zero Waste competition. As well as the World Record we set in 2022 then broke and reset in 2023
- Call for nominations for the 2024 Environmental Leadership Awards to be submitted. The form can be found on our website: sustainability.utk.edu
- Some recycling totals:
 - 7,240 lbs cans and plastic
 - 10,820 lbs paper
 - 336.9 lbs of material donated to the Free Store
 - 509.9 lbs of material picked up from the Free Store
 - 309 unique visitors to the Free Store

LOCK & KEY SERVICES

- Austin Peay – code cut keys for file cabinets
- Kingston Pike – install hardware
- Dougherty – install lock
- Stokely Management – repair or replace lock
- Communications Bldg. – rekey WUOT area
- SERF – change function of lock
- Bailey Education – replace lock
- On Campus – Exit door project
- Front Office – Processing key request, key pickup and drop off
- University Housing – many recores and repairs, assist as needed

COMM & INFO

COMM & PR

- Send any photos of your work team that you'd like to see featured on FS social media directly to Sam at sjones80@utk.edu or 865-771-1531!
- There's still time to give to Big Orange Family Campaign! If you have not yet given, you can help us reach our departmental goal of 60% or more by March 9. See your team leader to donate as little as \$1.



TRAINING

- The Conference for Women’s Leadership (CWL) is now open for registration! This will take place on May 22 & 23rd at UTHSC in Memphis. If you have questions, reach out to Training.
- APPA’s Spring Conference is now open for registration. This event is scheduled to take place on April 15 - 17 in Nashville. See Training for more information.
- Training Calendar is available online! Visit <https://fs.utk.edu/comminfo/training/> to view upcoming training dates, times and information throughout the year. The calendar is located below the "Login for online training" link. Check back often as new events and opportunities are added often!

FS IT

Looking for an update or information on the DASH implementation process? Visit <https://liveutk.sharepoint.com/sites/DASHProgram> to learn more!

- Activate Digital Signage Display for DESIGN Services at FSC
- Phishing Email Reports
- New Monitor Installations, You want one ????
- New Office setup for Zone Maintenance
- New Computer Installations and Upgrades
- Ring Central Training
- Restore Lost folder for User
- LanMan meeting
- Purchase new Microsoft Project License, troubleshoot installations
- Help with Calendar Sharing

UTILITIES SERVICES

A/C SERVICES

- Magnolia Hall – Installed 5 new units and started them all up.
- Brenda Lawson – install new chilled water coil in AHU no. 2
- Sigma Chi- Reworked ductwork on unit in the attic.
- Mossman – Repaired cooler #1 in POD store.
- A&A Building – Repaired freezer.
- Humanities POD – Repaired open face cooler.
- Baker Catering – Repaired ice machine.
- Baseball – Repaired blower fan for water heater.
- SERF- Repaired cooler in room #604.
- Anderson Training -Repaired cooler #9.
- Robinson Hall – Repaired 2 units.
- 22nd Street Duplex- Worked on units.

ELECTRICAL SERVICES

- Student Union check fire hood at Steak and Shake causing fire alarm troubles
- 1832 Frat Park respond to fire alarm due to contractors reset and clear smoke detector.
- Student Union disable/enable beam det. on the third floor for contractors
- TBA fire watch for men’s basketball game
- Reese Hall respond to fire alarm call in the multipurpose room west cleared and restored
- Mossman disable/enable duct and smoke detectors for AC shop
- Ayres Hall steam causing fire alarm trouble on smoke det. in the 1st floor machine room
- Music reset duct detector in supervisory alarm on the 1st.floor

Weekly continues on next page



ELECTRICAL SVCS (CONT.)

- 1832 Frat Park disable/enable devices for contractors
- TBA assist MASCO while doing sprinkler work
- UTFS assist MASCO (adding two new heads in the BAS room)
- Laurel Apts. Clean dirty smoke head in room 831
- Neyland Stadium respond to fire alarm that was set off by contractors on the west side 2nd level
- Campus assist in High Voltage power outage
- Haslam disable/enable devices for AC shop
- Goodfriend Tennis reset CO2 detector alarm
- Jessie Harris reset supervisory alarm
- Black Cultural Center disable/enable duct det. for Belfor
- Student Union 2 clear duct det. trouble on the 3rd floor due to water leak issue from the penthouse
- TBA disable/enable smoke dets. For contractors
- Neyland Stadium troubleshoot generator issue on the west side(install remote start wires on the new ATS at gate 21)
- Daily assist MASCO with pump test and inspections

Fire Alarm:

- Fans in Greenhouse stuck on at Senter Hall
- Defective contactor at Senter Hall
- Outside lights lost programming at the Student Union
- Control power lost at Greenhouse 10
- Damaged actuator at Racheff Greenhouse
- Defective Time Clock at Hesler Biology
- Lost receptacle power at SERF 202
- Lights not working at Clarence Brown Theatre
- Defective lights at Strong Hall
- Lights not working at Hesler Biology
- Raceway for new EV Chargers at FSC
- New Golf Cart Charger mounted at Perkins Hall
- New breakers at Facilities Services Complex
- Ran new conduit in Fred Brown Cooling Tower

- Installed new outside light bollards at Allan Jones Aquatic Center
- OSHA Training
- Scheduled Power Outage for Circuit 10 at Neyland Stadium

PLUMBING SERVICES

- Senter Hall - PVI leaking in B-4
- Strong Hall - recirculation pump leaking in room 214
- Hesler Biology - toilets will not flush on the fourth floor
- Acid drain stopped up in lab room 172 at UT Inst. Advance material
- BESS - The soil science drain line for the air handler stopped up in room 165
- Delta Zeta Sorority - 3" PVC drain leaking in mechanical room 116
- South Stadium - 1st floor galvanized pipe busted on water supply
- Law Library - water fountains at elevator 3rd floor not working
- Clarence Brown - Toilets in men's restroom loose from wall
- Lake Ave Daycare needs a new faucet for janitorial sink
- Magnolia Hall - G.O. 115 ¾ pex water line broken on hot water line
- South Greenhouse - trap primer is leaking above the ceiling in men's bathroom
- South Carrick - Leslie leaking in machine room
- Brown Hall - drains stopped in kitchen at grease trap
- UT drain service building drain clogged in room 107
- Strong Hall - Penhouse 6" ferenco Leaking on drain

Weekly continues on next page



STEAM PLANT

- Test ran 2MW generator
- Replaced Faucet in bathroom sink
- Inspected positioner on #1 ID Fan
- Inspected ID Fan on Boiler #1
- Replaced belts on the roof fan
- Got resin samples from condensate polisher tanks
- Checked oil and swapped over air compressors
- Worked on exhaust fan in welding room
- Fixed garage door in the shop
- Fixed 1 ½ line on dealkalizer

CONSTRUCTION SERVICES

- Alpha Tau Omega: Replace 6 doors
- Andy Holt Tower: Phase II renovations; Cubicles P121; Dimmable lighting P115
- Art and Architecture: Install Unistrut grid for camera and lights 235; Repaint front, adjust doors and replace flooring in Ewing Gallery 115; Add walls 431
- Austin Peay: Paint and carpet 301F, 410B
- Ayres Hall: Make offices on the 3rd floor
- Baker School: Office renovations on 1, 2, 3
- Burchfiel Geography: Paint 6 offices of 3 and 4
- Campus: Water meters for cooling water make-up; Classroom Renovations Summer 2024; Move sculpture from McClung Museum to Hoskins Library
- Carrick Hall North: Paint walls on all floors
- Clement Hall: Install trash compactor
- Communications: Renovate 45; New furnishings 202 and 239; Demo and new wall 102 and 103; Electric for cubicle 202
- Conference Center Building: Paint and carpet 4th floor; Renovate Suite 313; Install monitors for 308;

- Dabney Buehler: Install dishwasher 302; Renovations 675, 676, 677; Repair floor crack 6th floor corridor
- Dougherty Engineering: Renovate restrooms on 1st floor; Paint, carpet, wall 422
- Early Learning Center: Install new stove
- ETREC Plant Science Unit: Electric work
- Facilities Services: Reinstall wind turbine; Construct new office spaces
- Ferris Hall: Cubicle work 209
- Glazer Building: Renovation for classroom; Replace carpet in Suite 100
- HPER: Paint B020; Paint and carpet 328; Mesh gates B001, B002
- Haslam Business Building: Switch access controls to UTPD server; Add glass to door 308; Repair tile in mezzanine corridor
- Hesler Biology: Electric work 114; Renovate 104 and 105 for labs; Repair ceilings on 5; Remove growth chamber 245; Paint and carpet 537; Renovate 606
- Hodges Library: Renovate suites on 1st and 6th floors; Frosted glass for door G020C
- Hoskins Library: Flooring for Air Force; Concrete pad for art work
- International House: Interior painting on both floors
- Jessie Harris: Paint B016; Remove hood 234
- Kingston Pike Building: Electric, painting, flooring 123
- Law Complex: Refinish desk edges 158; Paint and carpet suites 161, 166, 248
- Lindsay Nelson Stadium: New sidewalk behind porches
- McCord Hall: Electric and concrete work 054; Security door 112
- McClung Tower: Replace penthouse ladder; Install LVT 1110; Paint and flooring 711
- Middlebrook Building: Remove cubicles, paint 237
- Morgan Hall: Paint and electric 121; Paint and carpet 114 and 225; Carpet 118

Weekly continues on next page



CONSTRUCTION (CONT.)

- Music Building: Bulletin board in corridor
- Mossman : Renovate labs 343 E & F, 351 E & F
- Nielsen Physics: Paint, misc. Grad Student space 105; Paint and misc. work 218, 215
- Perkins Hall: Window film S010
- Regal Soccer Stadium: Dumpster pad, enclosure and landscaping
- Reese Hall: Paint entire building; Resurface deck and parapet
- Senter Hall: Access controls 103; Electric lab 101
- SERF: Renovations for 103, 106, 108, 213; lab renovations 520 and 536; lab renovations 434, 438, 439; Hang a white board 611; Patch, Paint, locking 201
- Soccer/Softball: Dumpster enclosure
- South College: Exterior caulking
- Strong: Lab renovation in 720F; Install fire shutter 317
- Student Aquatic Center: Remove small shed from basement; Replace some floor tiles in lobby
- Student Health: Renovate 288A and 288B for offices
- Student Rec and Fitness Center: Replace outdoor pool fence; Repair/replace roof on shade structures; Change outdoor pool lights to LED; Locks for fence; Divide 210 into 2 offices
- Student Services: Renovate 116B (paint, signage, glass, cubicles)
- Student Union: Paint 383; Door operator 373
- Thompson Boling Arena: Utilities for compactor; Electric in kitchen 218
- Tickle Engineering: Install 6 cubicles 310; Electric 112, 113; Renovations to high bay 110
- UT Arboretum: Electric service to Holly Garden
- UT Drive Building A: Install door 131A

- UT Drive Building B: Electric work 107
- UT IAMM: Electric and utility work G025; Electric, utilities, pit modifications G007; Electric work G035; Exhaust in lab 242; Electric work G002/G003
- UT/Little River Farm: install 3 satellites on roofs
- UT Warehouse: New split door 115; Carpet 208; Larger gate 130A
- Zeanah Engineering: Card reader M167B; Deadbolt locks on suite doors and light switch 161B; Remove rubber floor/polish concrete Nuclear corridor; Move radiation monitors G116; Add access controls for 8 rooms; Install 3 clocks in classroom on 3
- 1610 University Ave.: Move door 230A; Monitors for 4 rooms and blackout shades; Electric for weather station on roof
- 1817 Melrose Ave.: Add door bell and panic buttons



- Facilities Services Complex Break Room & Shop Area
- Steam Plant (near time clock)
- Steam Plant Hill (Landscape Trailer)
- Hodges Library 1st Floor Service Hallway
- SERF Outside of Room 426
- The electronic employee comment box can be found at tiny.utk.edu/fscommentbox

Weekly continues on next page

WEEKLY SAFETY STAND DOWN

TN SEVERE WEATHER AWARENESS WEEK



This week is Tennessee Severe Weather Awareness Week. Each day the National Weather Service out of Nashville, will highlight a severe weather conditions to discuss.

Click [here](#) for all of this week's topic and additional information.

Sunday, February 25	<u>Importance of SKYWARN Spotters & Social Media</u>
Monday, February 26	<u>Flooding & Flash Floods</u>
Tuesday, February 27	<u>Lightning, the Underrated Killer</u>
Wednesday, February 28	<u>Tornado Safety & Preparedness</u> Statewide Tornado Drill Including an <u>NOAA Weather Radio</u> test will be conducted at 10:30am EST
Thursday, February 29	<u>Severe Thunderstorm Safety</u>
Friday, March 1	<u>Tools to Receive Weather Warnings</u>
Saturday, March 2	<u>Underserved & Vulnerable Communities and Hazardous Weather</u>

Staying alert to current and expected weather and having a plan are key to staying safe. The transition from winter to spring always brings the treat of severe weather. Preparation is key to staying safe and minimizing impacts.

Be Weather-Ready: Check the forecast regularly to see if you're at risk for severe weather. Listen to local news or a NOAA Weather Radio to stay informed about severe thunderstorm watches and warnings. Check the Weather-Ready Nation for tips.

Sign Up for Notifications: Know how your community sends warning. Some communities have outdoor sirens. Others depend on media and smart phones to alert residents to severe storms.

WEEKLY SAFETY STAND DOWN

TN SEVERE WEATHER AWARENESS WEEK



Create a Communications Plan: Have a family plan that includes an emergency meeting place and related information. Pick a safe room in your home such as a basement, storm cellar or an interior room on the lowest floor with no windows. Get more ideas for a plan at: <https://www.ready.gov/make-a-plan>

Practice Your Plan: Conduct a family severe thunderstorm drill regularly so everyone knows what to do if a damaging wind or large hail is approaching. Make sure all members of your family know to go there when severe thunderstorm warnings are issued. Don't forget pets if time allows.

Prepare Your Home: Keep trees and branches trimmed near your house. If you have time before severe weather hits, secure loose objects, close windows and doors, and move any valuable objects inside or under a sturdy structure.

Help Your Neighbor: Encourage your loved ones to prepare for severe thunderstorms. Take CPR training so you can help if someone is hurt during severe weather.

<https://www.weather.gov/safety/thunderstorm-prepare>

Medicare & Social Security Workshop

Educational Event - Wednesday, March 20, 2024 at 3:30pm



Presented by Karen Kakura with Senior Insurance Specialty Group

Medicare Topics for Discussion:

- When/How do I enroll?
- What is Part A,B,C, and D?
- I'm Still Employed
- How much will it cost?
- Medigap Vs. Advantage Plans
- Dental, Vision & More

Social Security Topics for Discussion:

- Will Social Security be there when I am ready to claim?
- Will it be enough to live on?
- When is the best time to claim?
- What are the potential changes to the system?



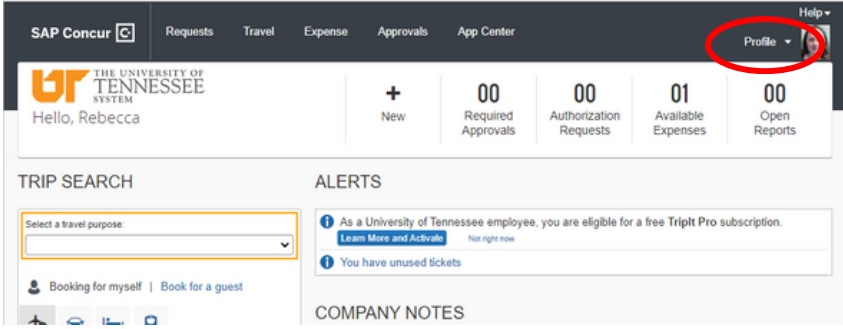
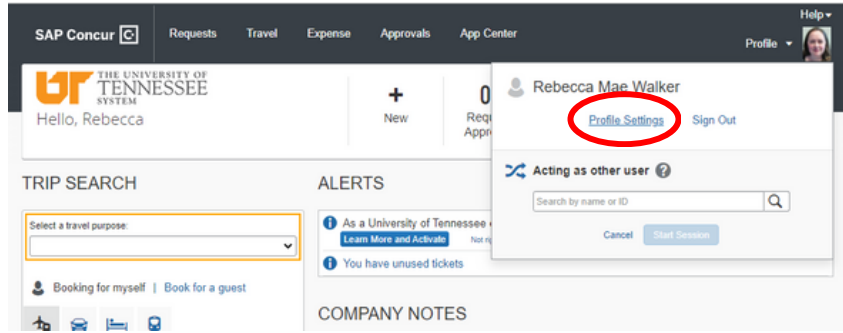
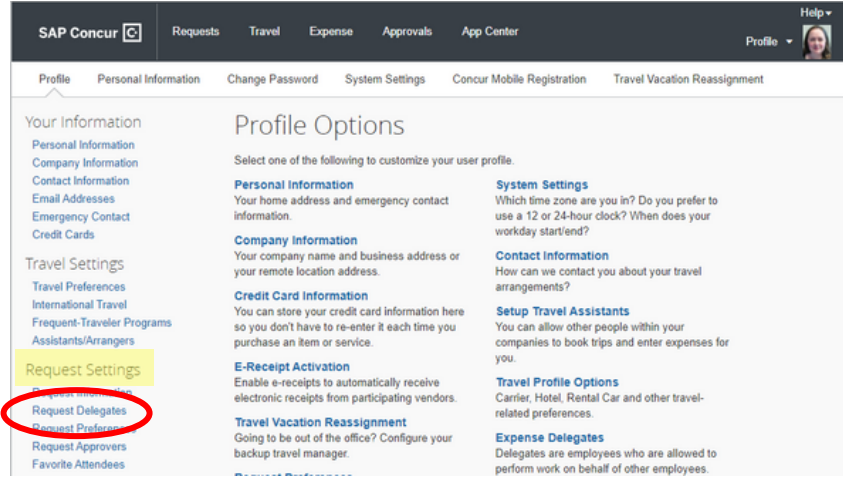
Scan the QR code or contact Angela Eidemiller at aeidemil@utk.edu

Senior Insurance Specialty Group
141 N Martinwood Road Suite 104-14
Knoxville, TN 37923 ph: 865-203-2040



This is an educational event only.

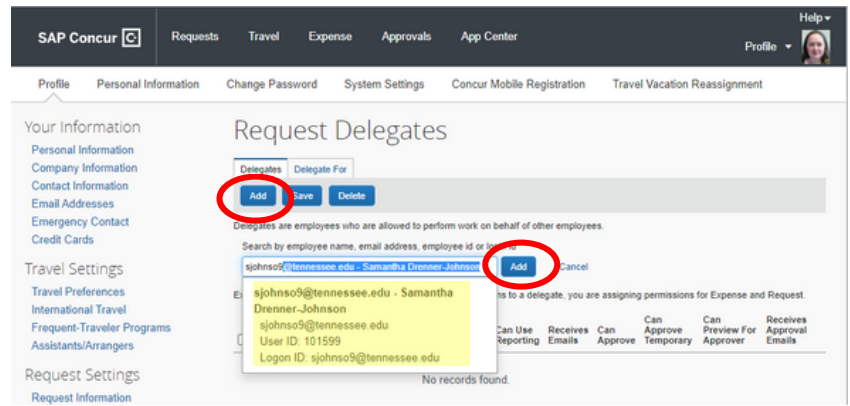
Adding Delegates

<p>Log in to Concur: https://travel.tennessee.edu</p> <p>Select "Profile" from the top right corner.</p>	 <p>The screenshot shows the SAP Concur home page for Rebecca Mae Walker. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The 'Profile' dropdown menu is highlighted with a red circle. Below the navigation bar, there are statistics for 'New', 'Required Approvals', 'Authorization Requests', 'Available Expenses', and 'Open Reports'. The main content area is divided into 'TRIP SEARCH' and 'ALERTS' sections.</p>
<p>Select "Profile Settings" from the drop-down box.</p>	 <p>The screenshot shows the SAP Concur profile settings dropdown menu. The 'Profile Settings' option is highlighted with a red circle. The dropdown menu also includes a search bar for 'Acting as other user' and a 'Sign Out' button. The background shows the same SAP Concur home page as the previous screenshot.</p>
<p>In the left column, select: "Request Delegates" under "Request Settings".</p>	 <p>The screenshot shows the SAP Concur profile settings page. The left sidebar contains a list of settings categories: 'Your Information', 'Travel Settings', 'Request Settings', and 'Request Delegates'. The 'Request Delegates' option is highlighted with a red circle. The main content area is titled 'Profile Options' and contains several sections: 'Personal Information', 'Company Information', 'Credit Card Information', 'E-Receipt Activation', 'Travel Vacation Reassignment', 'System Settings', 'Contact Information', 'Setup Travel Assistants', 'Travel Profile Options', and 'Expense Delegates'.</p>

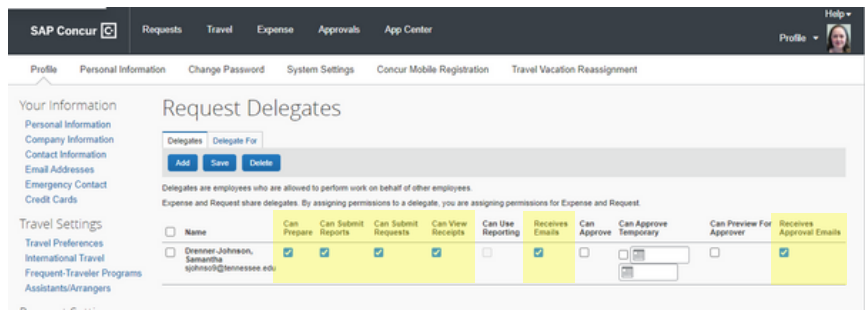
Click “Add”, then search for your delegate by netID or name.

Select the delegate from the drop down box.

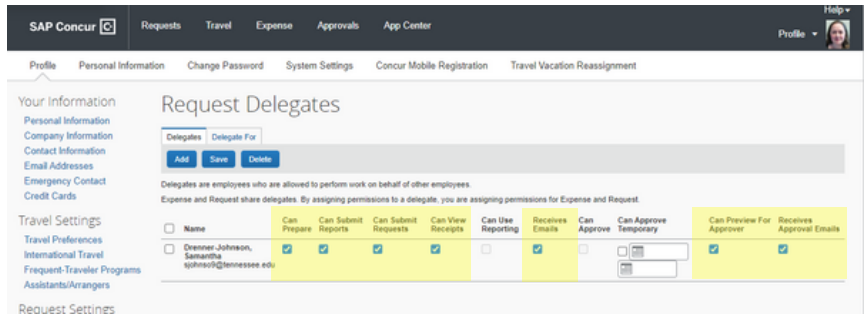
Click “Add” to the right of the drop down box.



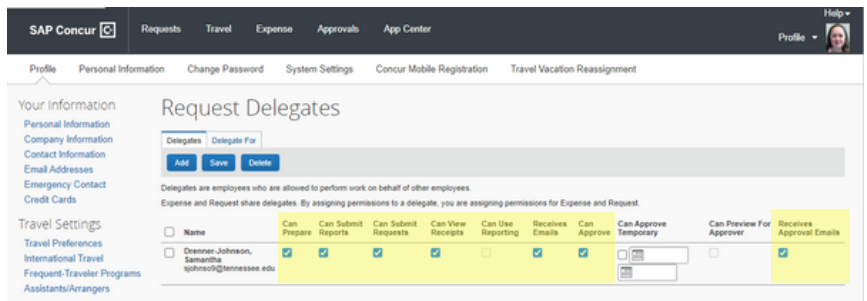
To add a **Request/Expense delegate** who can request travel and prepare expense reports for you, select the highlighted boxes:



FOR APPROVERS
To add a **reviewer (preview approver) delegate** to review requests and expense reports for your department before you approve them, select the highlighted boxes:



FOR APPROVERS
To add a **delegate approver** to approve your department’s requests and expense reports in your absence, select the highlighted boxes:



Once you have added all of your delegates, click "Save" at the top of your delegate list.

The screenshot shows the SAP Concur user interface for the 'Request Delegates' page. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. Below this, a secondary navigation bar contains 'Profile', 'Personal Information', 'Change Password', 'System Settings', 'Concur Mobile Registration', and 'Travel Vacation Reassignment'. The main content area is titled 'Request Delegates' and features a 'Delegates' section with a 'Save' button circled in red. Below this, a table lists delegates with various permission checkboxes.

<input type="checkbox"/>	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Drexler-Johnson, Samantha sdjohnso@tennessee.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>