

A Delegate is someone who has full access to your account and may assist with preparing reports.

Expense Owners must assign their own Delegates.

Steps to assign a Delegate:

- 1. Click on the drop-down arrow to right of the Expense Owner's name
- 2. Click on Account Settings
- 3. Click on Delegate Settings
- 4. Click on Add New Delegates
- 5. Type the name of the person to select and assign as a Delegate

Delegate ccount ccess



Approvals Needed

2 Expense Reports

0 Pre-Approvals







A "Delegate" is someone who has full access to your accoun.



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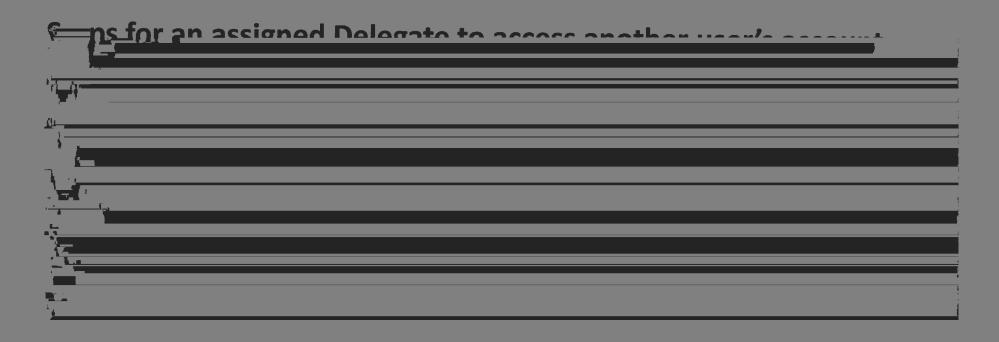
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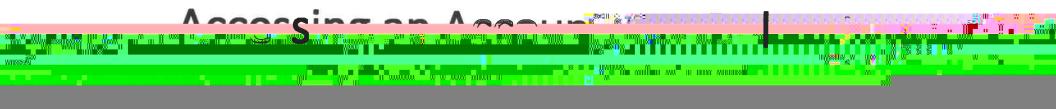
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An assigned Delegate can access another user's account to input preapproval requests and expense reports.





Select Another User

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MONIQUE JOHNSON-DOWE

Accessing an Account as a Delegate

