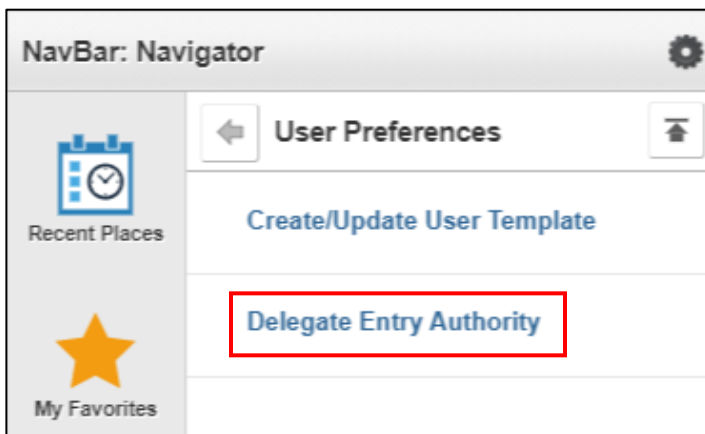


Travel & Expense Delegation

PeopleSoft allows you to delegate authority to other employees to View, Edit or Edit & Submit travel documents on your behalf. Only the traveler or the College Travel Coordinator have the ability to delegate. Once you have authorized another user to access your travel documents, their access will remain until you remove it. By authorizing another user to create and submit travel documents on your behalf, you are still responsible for ensuring that all necessary travel documents are submitted in a timely manner.

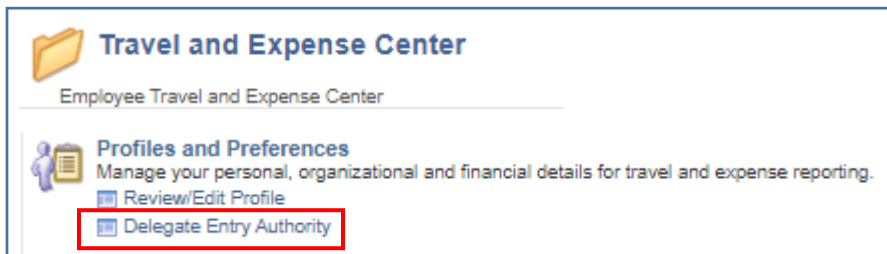
You can access the **Delegate Entry Authority** screen using either “classic” navigation or the **Travel and Expense Center**


CLASSIC: NavBar > Navigator > Employee Self-Service > Travel and Expenses > User Preferences > Delegate Entry Authority



TRAVEL AND EXPENSE CENTER: NavBar > Navigator > Employee Self-Service > Travel and Expense Center

Under the Profiles and Preferences section, select **Delegate Entry Authority**.



1. Either navigation will open the **Authorize Users** screen. When you first access this screen, you will only see your user ID.
2. To add another user, select the **+** button. A new row will be added.
3. Enter the Empl ID of the employee you want to delegate access to. If you don't know their ID, select the  icon where you select the **Advanced Lookup** link to search by the employee's name.

- Select the desired **Authorization Level** from the drop down menu.
- Select the **Save** button. The **Save Confirmation** screen will open. Select the **OK** button.

Authorize Users

Tanya Kerr

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorize Users

*Authorized User ID	Name	*Authorization Level		
1010 <input type="text"/> <input type="button" value="Q"/>	Kerr,Tanya Sue	Edit & Submit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/> <input type="button" value="Q"/>		Edit & Submit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>

- If you need to change your delegated authority, navigate to the **Authorize Users** screen.
- To delete a user, select the **-** button and then select the **OK** button to confirm.
- Select the **Save** button. The **Save Confirmation** screen will open. Select the **OK** button.

Authorize Users

Tanya Kerr

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorize Users

*Authorized User ID	Name	*Authorization Level		
1010 <input type="text"/> <input type="button" value="Q"/>	Kerr,Tanya Sue	Edit & Submit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
1010 <input type="text"/> <input type="button" value="Q"/>	Maxwell,Susan J.	View ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
2012 <input type="text"/> <input type="button" value="Q"/>	Ward,Jennifer Orliann	Edit & Submit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
1010 <input type="text"/> <input type="button" value="Q"/>	Shular,Brenda I.	Edit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>