

Adding an Entry Delegate for Expense

To add a delegate, start in the Expense screen and click on the gear in the upper right-hand corner.

	Travel and Ex	penses owner	Remi McMillan	×									् 🌣
C	Expense Reports												See All
r 1	+	Not Submitted UT000252708104		Pending Approval UT000246862765 Trip To Ohio		Pending Approval UT000252021192 Card Increase		Pending Approval UT000252021187 Memphis Meeting		Pending Approval UT000250605494 Card Increase		Pending Approv UT00025060548- Travel Card Re	>
<u> </u>	Create Report	Updated 17 hours ago		Assigned to manager	4 days ago	Assigned to manager 4	days ago	Assigned to manager	4 days ago	Assigned to manager 5 d	ays ago	Assigned to ma	
\$X	Available Expense	^{1 item} Items (1)	50.00 USD	1 item	100.00 USD	1 item	0.00 USD	4 items	620.50 USD	1 item	0.00 USD	1 item	
	Actions ~ + Creat	e Item											

In the drop-down menu, select Manage Delegates

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	Advanced Search	I
	Manage Bank Accounts	Г
	Manage Delegates	ш
	View Cumulative Mileage	
	Create Expense Items in Spreadsheet	
	Take the Product Tour	
	Travel Card Po	

Click the plus icon

Deleg	ates and Permissions @	
MM Training		
	Shruti Maurer sendmail-test-discard@oracle.com Adjunct Instructor	Valid 8/6/2024
	Zebulon Adams sendmail-test-discard@oracle.com Medical Resident	Valid 8/6/2024

In the search field, start typing the name of the person you are looking for and you can click on that name. If you do not see the person you are looking for, click on the magnifying glass and you can search by name, email or do an advanced search in the upper right corner. There are multiple search options to choose from. If you search by name, make sure that the first letter is capitalized.

When you find the appropriate delegate, click on their name and click save.



Managing an Entry Delegate for Expense

To manage a delegate, select the delegate you want to remove and click the X to deactivate.

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Deleg	ates and Permissions ⑦	
M ۳	+ × Active -	
	Shruti Maurer sendmall-lest-discard@oracle.com Adjunct Instructor	Valid 8/6/2024
	Section Adams sendmail-test-discard@oracle.com Medical Resident	Valid 8/6/2024

You will receive a pop-up warning to confirm if you want to remove. Click yes and save.



The validity dates will now be updated and show the beginning and end date.

Valid 8/7/2024	
Valid 8/6/2024 - 8/7/2024	
Valid 8/6/2024	