



Traveler - Delegate Entry Authority

This process is intended for a traveler that wants or needs another person to enter Travel Authorizations and/or Expense Reports on their behalf.

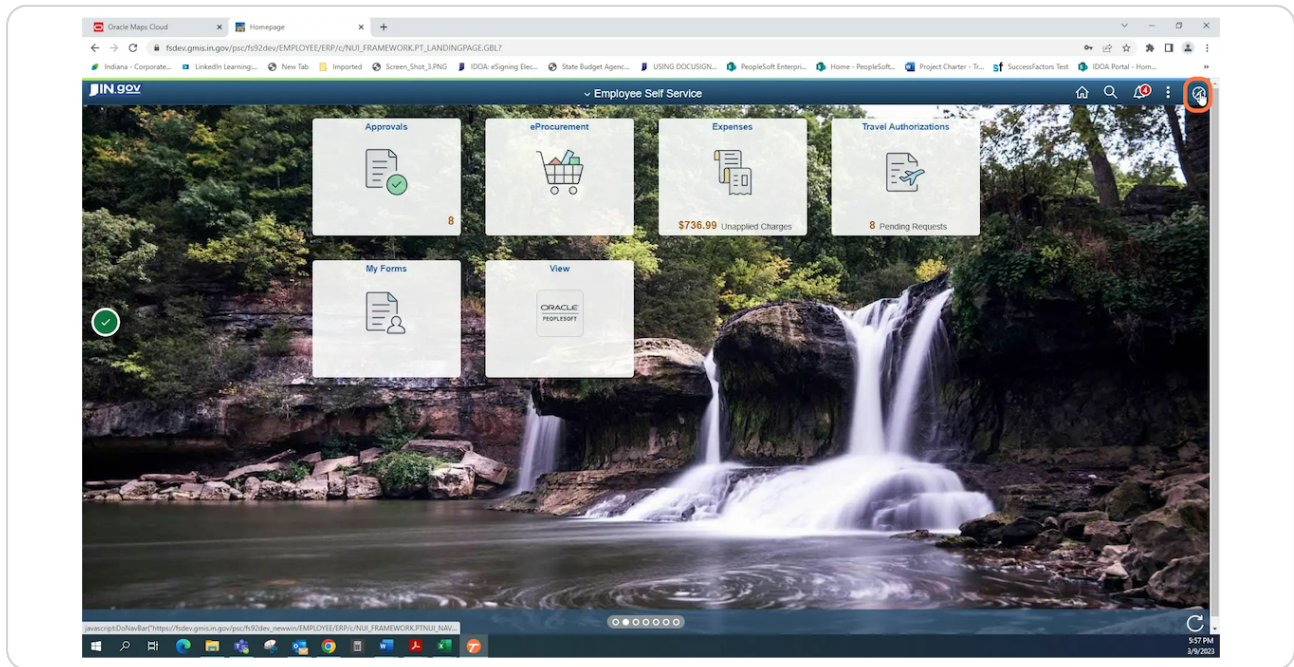
This is a onetime action the traveler preforms.

Delegation will give another person the ability to enter on the traveler's behalf until the traveler removes entry authority from the other person.

11 Steps

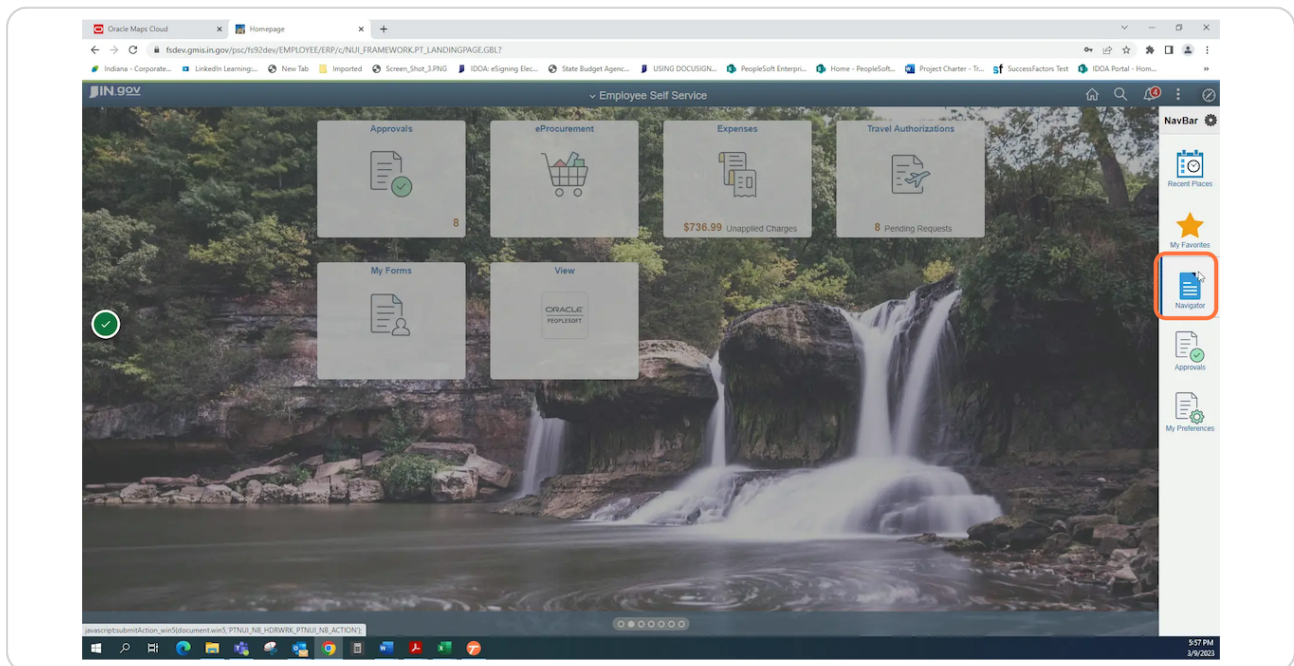
STEP 1

Click the NavBar icon in the upper right corner



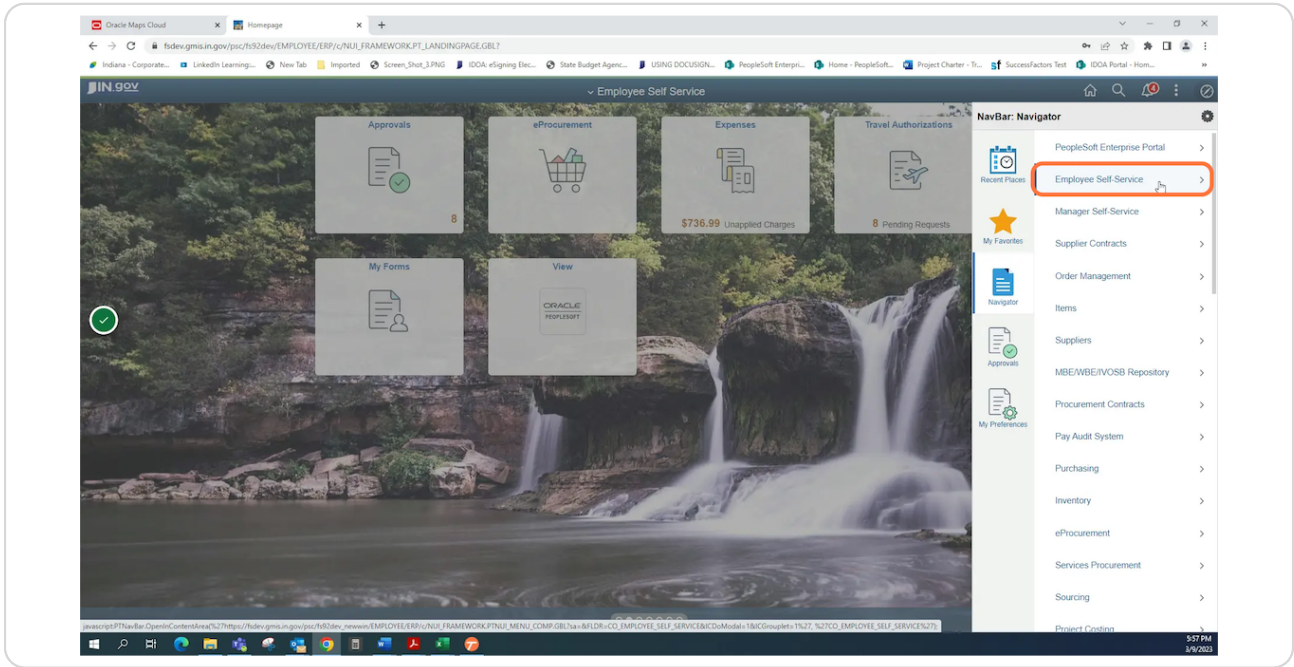
STEP 2

Click Navigator



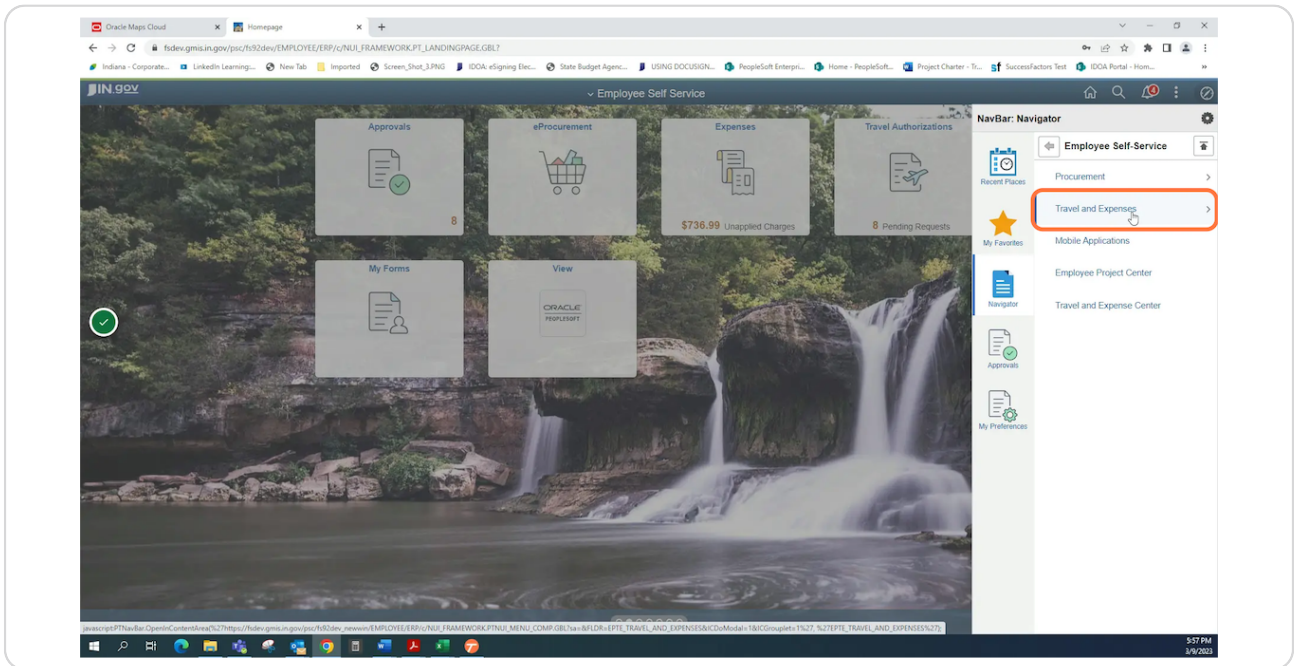
STEP 3

Click Employee Self-Service



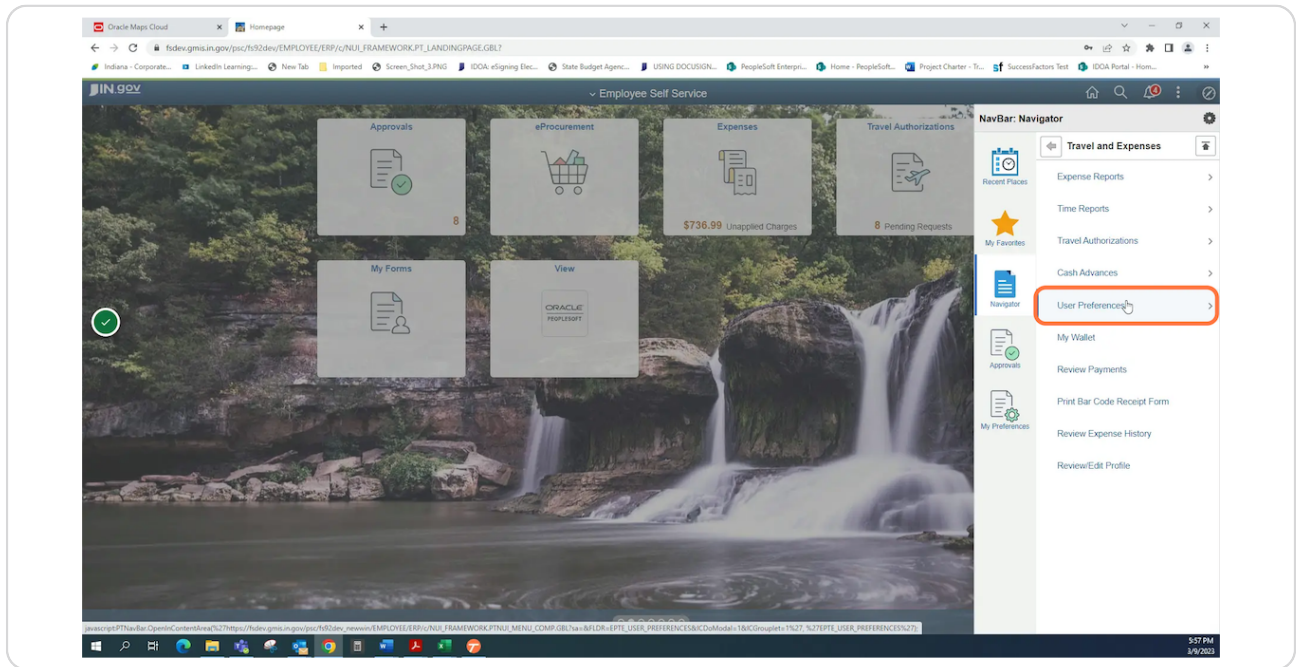
STEP 4

Click Travel and Expenses



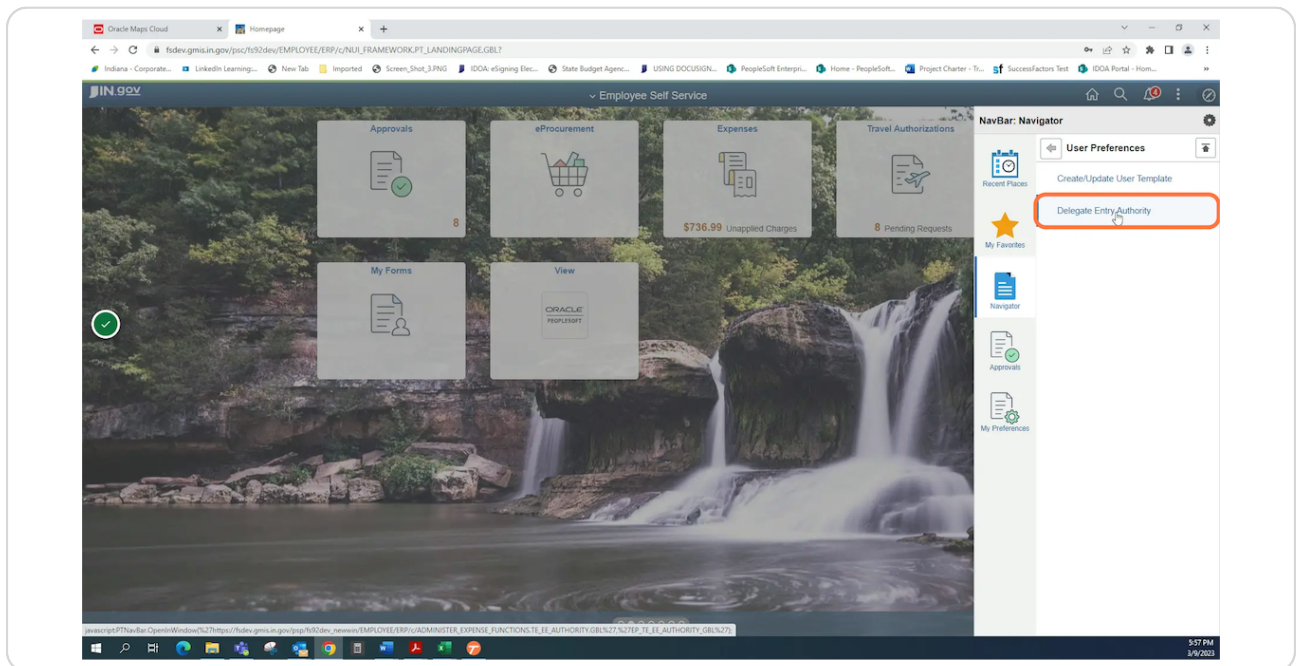
STEP 5

Click User Preferences



STEP 6

Click Delegate Entry Authority





STEP 7

Click the '+' icon

By clicking the '+' icon, a new blank line will be added

users the ability to enter

ne	*Authorization Level		
dy,John T	Edit & Submit		

STEP 8


Enter the PeopleSoft User ID of the person you want to give entry authority to.

If you do not know the person's PeopleSoft User ID, click the magnifying glass to search for the person using different criteria.

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		
J307372	Purdy, John T	Edit & Submit	+	-
M335731		Edit & Submit	+	-



If you do not know the person's PeopleSoft User ID, click the magnifying glass icon to search

STEP 9

Confirm Edit & Submit is selected in the Authorization Level column

Edit & Submit allows the user to create, submit, and correct Travel Authorizations and Expense Reports on your behalf.

will give those users the ability to enter expense transactions on behalf of the employee.

	Name	*Authorization Level		
<input type="text" value="Q"/>	Purdy, John T	Edit & Submit	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="Q"/>	Bills, Matthew R	<div style="border: 1px solid black; padding: 2px;"><div style="border-bottom: 1px solid black; padding: 2px;">Edit & Submit</div><div style="padding: 2px;">Edit</div><div style="padding: 2px;">Edit & Submit</div><div style="padding: 2px;">View</div></div>	<input type="button" value="+"/>	<input type="button" value="-"/>

STEP 10

Click Save

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		
<input type="text" value="J307372"/> <input type="text" value="Q"/>	Purdy, John T	Edit & Submit	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="M335731"/> <input type="text" value="Q"/>	Bills, Matthew R	Edit & Submit	<input type="button" value="+"/>	<input type="button" value="-"/>

STEP 11

Click OK

