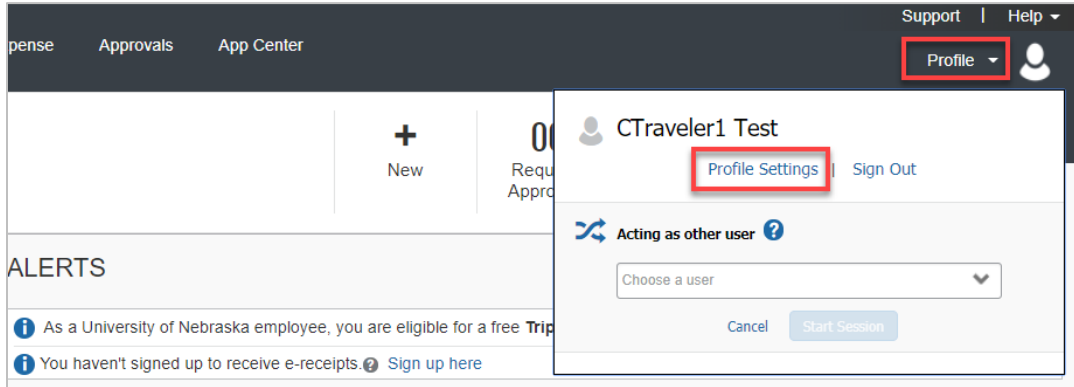
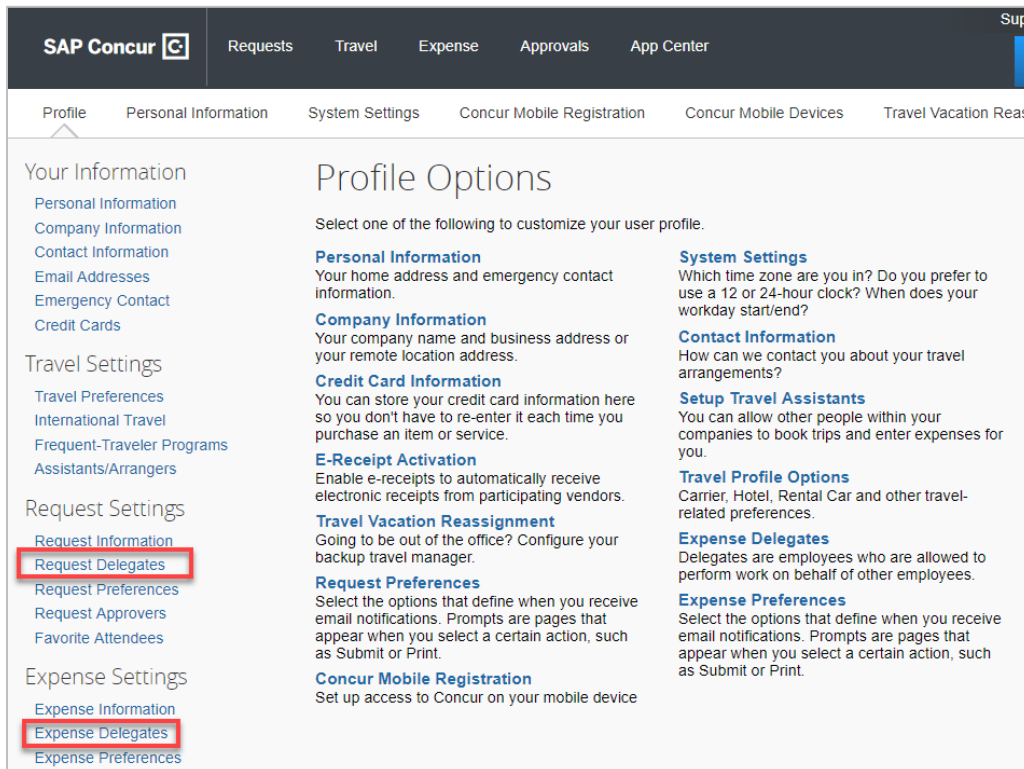


A delegate can confirm whether or not a traveler has designated them as a request and expense delegate.

Click on profile at the top right of the screen, then click on profile settings.



Select either *Request Delegates* or *Expense Delegates*. Although titled differently, both function the same to add or review assigned delegates.



From the delegates screen, click on the *Delegate For* tab. This displays all the travelers that have assigned them as a delegate along with the respective permissions.

Expense Delegates

Delegates **Delegate For**

Delete

This employee may act as a delegate for the listed employees.
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Test, LTraveler3 ltraveler3@nebraska.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [Calendar Icon]	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Test, LTraveler9 ltraveler9@nebraska.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [Calendar Icon]	<input type="checkbox"/>	<input type="checkbox"/>

i Tip: the traveler has to checkmark the permissions for the delegate and click on save; otherwise, a delegate will not have access to act on their behalf.

Expense Delegates

Delegates **Delegate For**

Delete

This employee may act as a delegate for the listed employees.
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Test, LTraveler3 ltraveler3@nebraska.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> [Calendar Icon]	<input type="checkbox"/>	<input type="checkbox"/>