

Travelers can add their Delegate(s) by following these instructions:

1. Click on Profile then the Profile Settings link
2. Select "Expense Delegate" from the Profile Options
3. In the Delegates tab click the "Add" button
4. Enter the Delegate's last name, email address, or user name (first part of email before @)
5. Select the Delegate from the search results and the record should populate in the bottom section
6. Check the "Can Prepare" and "Receives Emails" boxes
7. Click Save Repeat steps 3 through 7 for additional Delegates