








## Employee Job Aid

### Delegating Travel Entry Authority

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Employees can delegate travel authority via Employee Self Service.

**Navigate to: Main Menu > Financials > Employee Self Service > Travel and Expense > User Preference > Delegate Entry Authority**

Step	Action
1.	Your Employee ID and name will default first. To add preparers: Click the '+' icon. 
2.	A new row will be added. 
3.	Under the "Authorized User ID" column search  the ID of the preparer. You can search by description.
4.	Click on the selected user ID."
5.	Click Save 
6.	A Save confirmation page will display.
7.	Click OK. 
8.	You have now designated this employee to prepare Travel and Expense forms on your behalf.
9.	If you need to <b>remove</b> this person, just click on the  icon at the end of the row where the employee's name appears.
10.	A Delete Confirmation page will display.
11.	Confirm by clicking on the OK. 
12.	Click Save 