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.
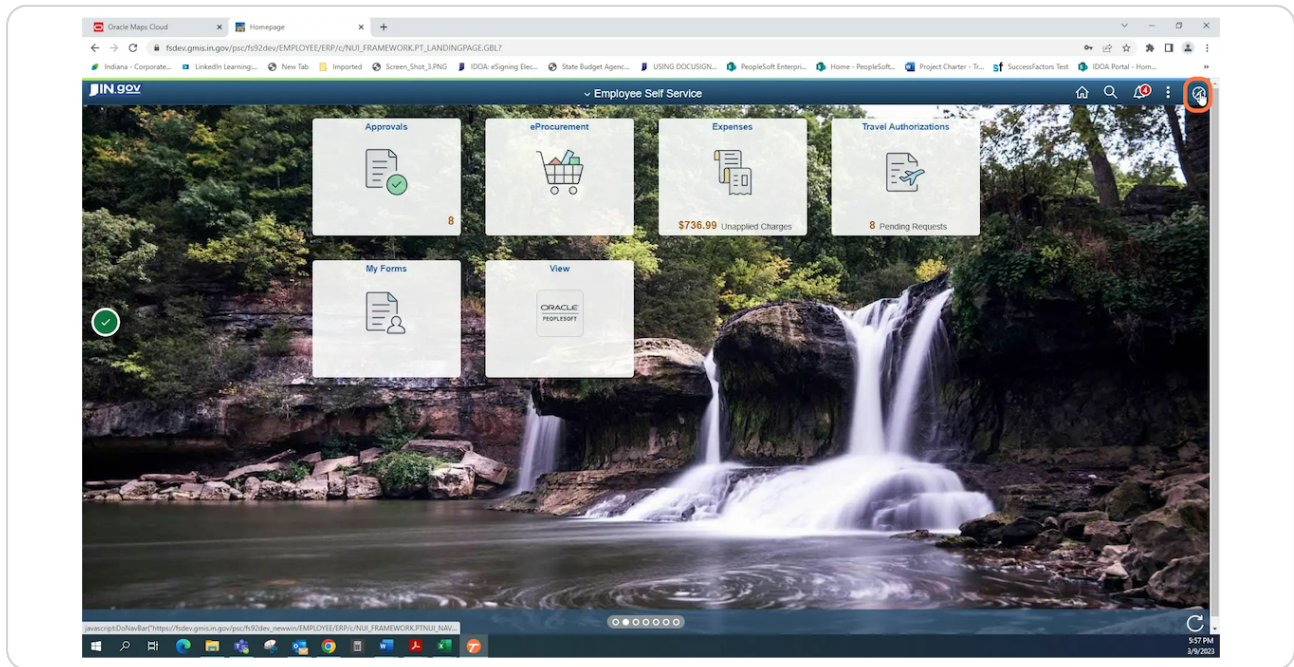
This is a onetime action the traveler preforms.

Delegation will give another person the ability to enter on the traveler's behalf until the traveler removes entry authority from the other person.
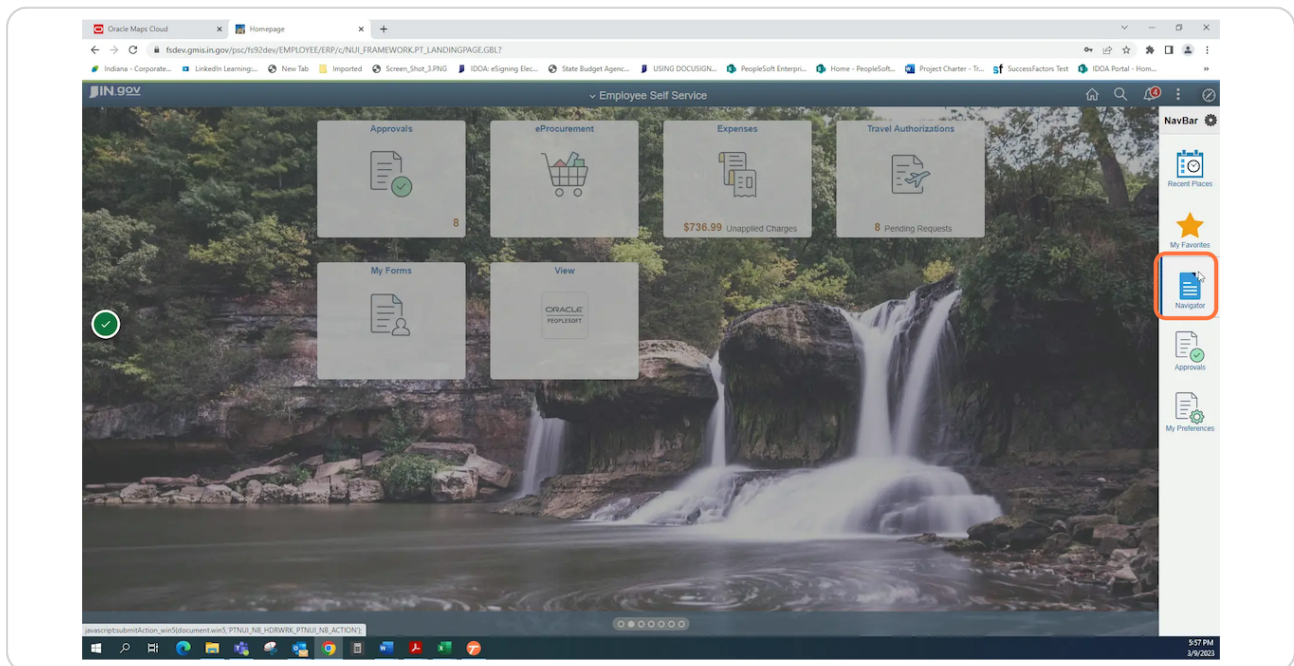
11 Steps
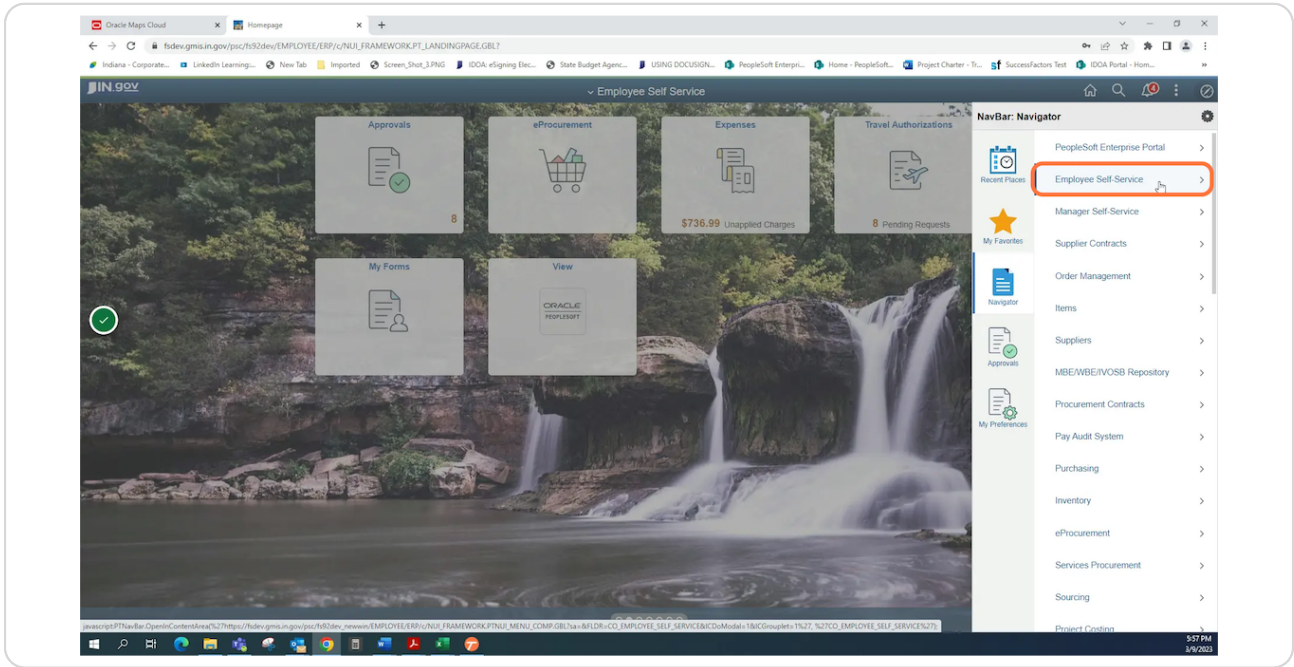
STEP 1

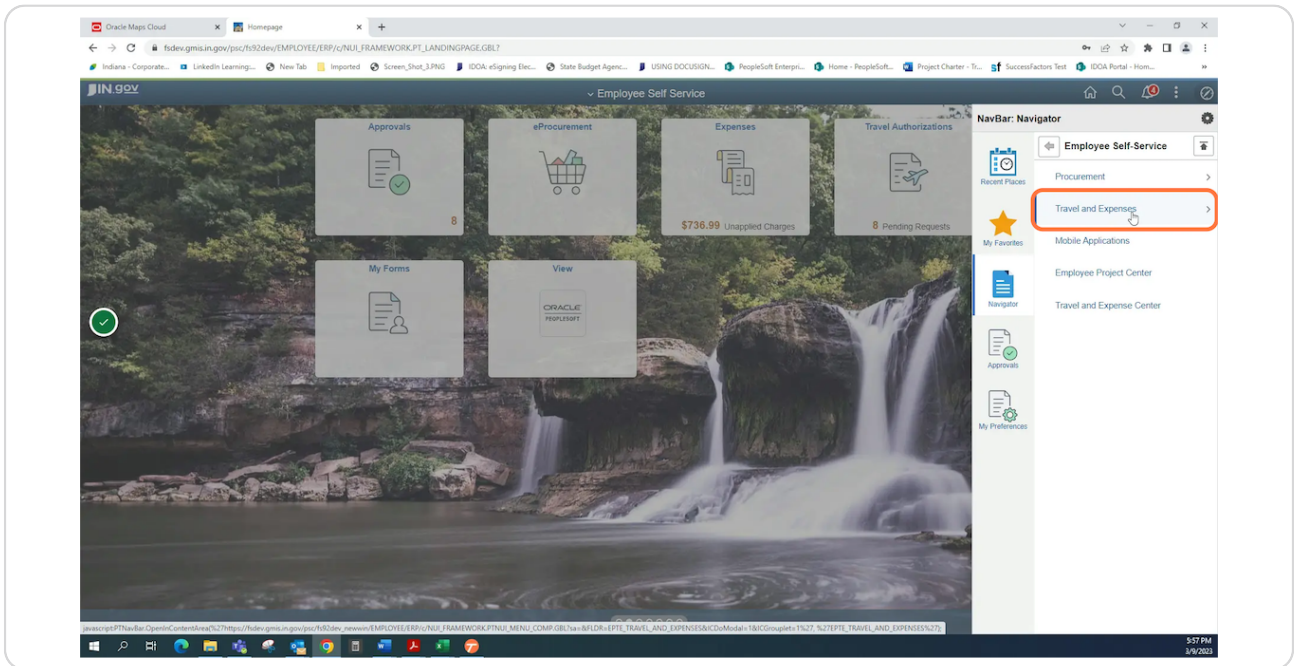## Click the NavBar icon in the upper right corner

STEP 2

Click Navigator

STEP 3

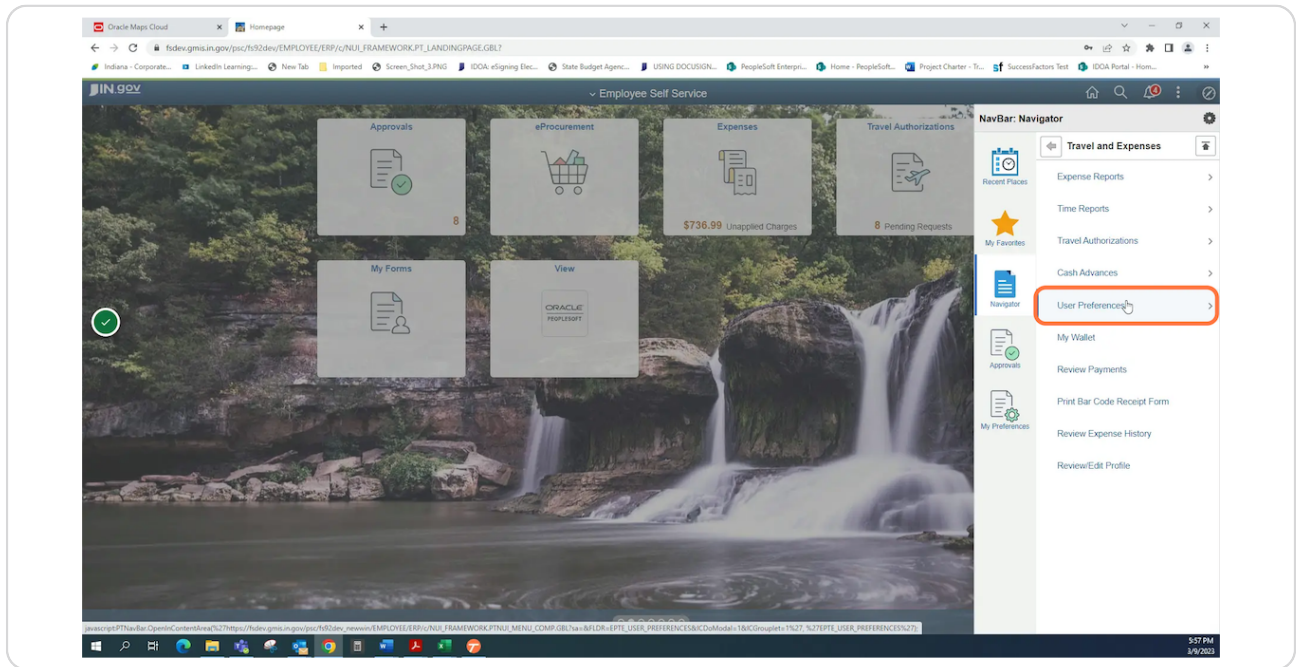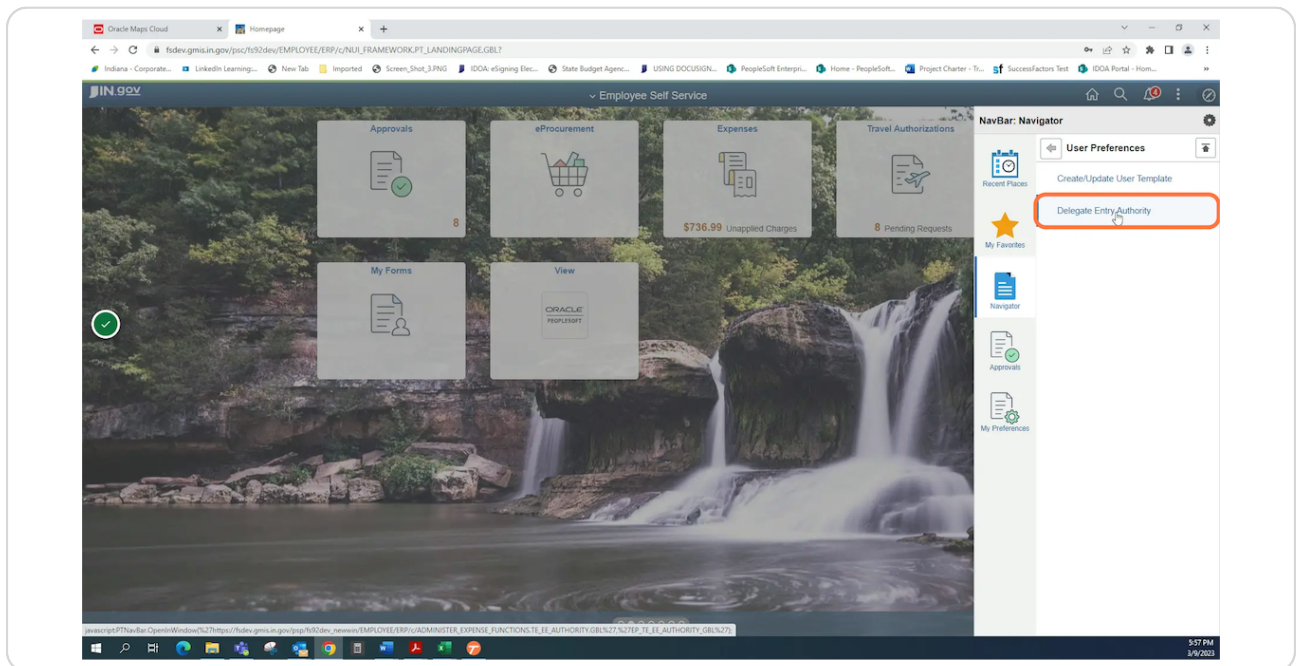## Click Employee Self-Service

STEP 4

Click Travel and Expenses

IDOA

Click User Preferences

Click Delegate Entry Authority

Click the '+' icon

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

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.

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.

Click Save

Click OK