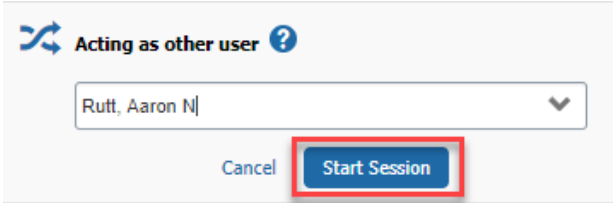# ACT AS A DELEGATE

TRAVEL APPLICATION

General

HELPFUL HINTS

A traveler must assign the delegate role to an individual before that individual can act on their behalf.
A delegate is li

5. With the session active, assigned delegate is enabled to perform entries for this user. The user will have pre-determined rights and privileges for their delegate. Note the profile color has switched to green.

6. As a delegate, once the request or expense information is entered, click on _____. An email will be sent to the traveler notifying them the request or expense is ready to be reviewed and submitted.

7. If changes are needed after clicking on _____, if the traveler has not submitted the travel request or expense report, click on _____.

ACT AS A DELE

8. To leave the session and return to individual requests (non-delegate), click on the "done acting for others" button.