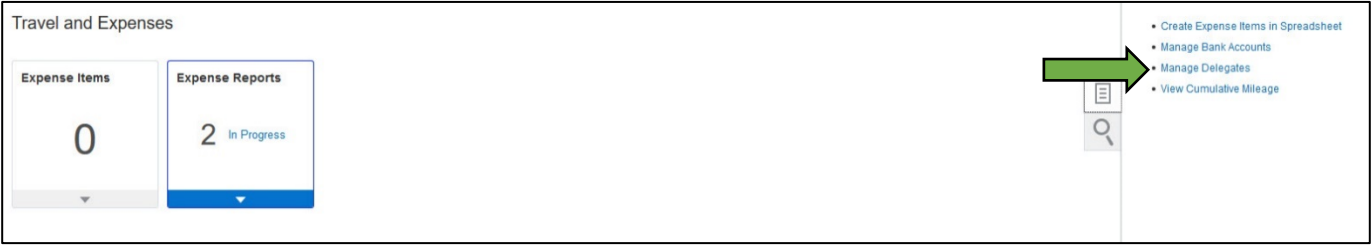




Delegating Expense/P-Card Reports

Follow this process to delegate creation and submission of Expense Reports and P-Card Reconciliations

NOTE – This procedure is for Champlain, Middlebury, and GMHEC employees only

| Process Step & Description | Action |
|---|---|
| <p>1.1 Go to the Expense Report workbench and open the Tasks menu</p> | <p>Navigation Path: ➤ Me → Expenses Tasks → Manage Delegates</p>  |
| <p>1.2 Search for and select who you want to delegate access to</p> | <p>Delegates and Permissions Save Save and Close Cancel</p>  <p>Click + to add new delegate</p> <p>Start typing the delegate's name into the search box. Click on the person and save to add as a delegate.</p> <p>Click "X" to end delegation.</p>  <p>The check box icon on the left will show who has delegated access to you</p> |