ACTING AS A DELEGATE

A delegate is a user who is granted permission to act on behalf of another user to perform tasks such as creating, submitting, and approving expense reports on their behalf.

1. To act as a delegate for another user, click Profile, and then verify that the Act on behalf of another user option is selected.

2. Enter all or part of the user’s name.
3. Select the appropriate user from the list, and then click **Start Session**.

You are now acting as a delegate for this user, and they will have determined your rights and privileges as their delegate. For example, the delegator might allow you to prepare and submit expense reports, or approve expense reports on their behalf.

4. To return to working for yourself, click **Done acting for others**.

You are now working for yourself.