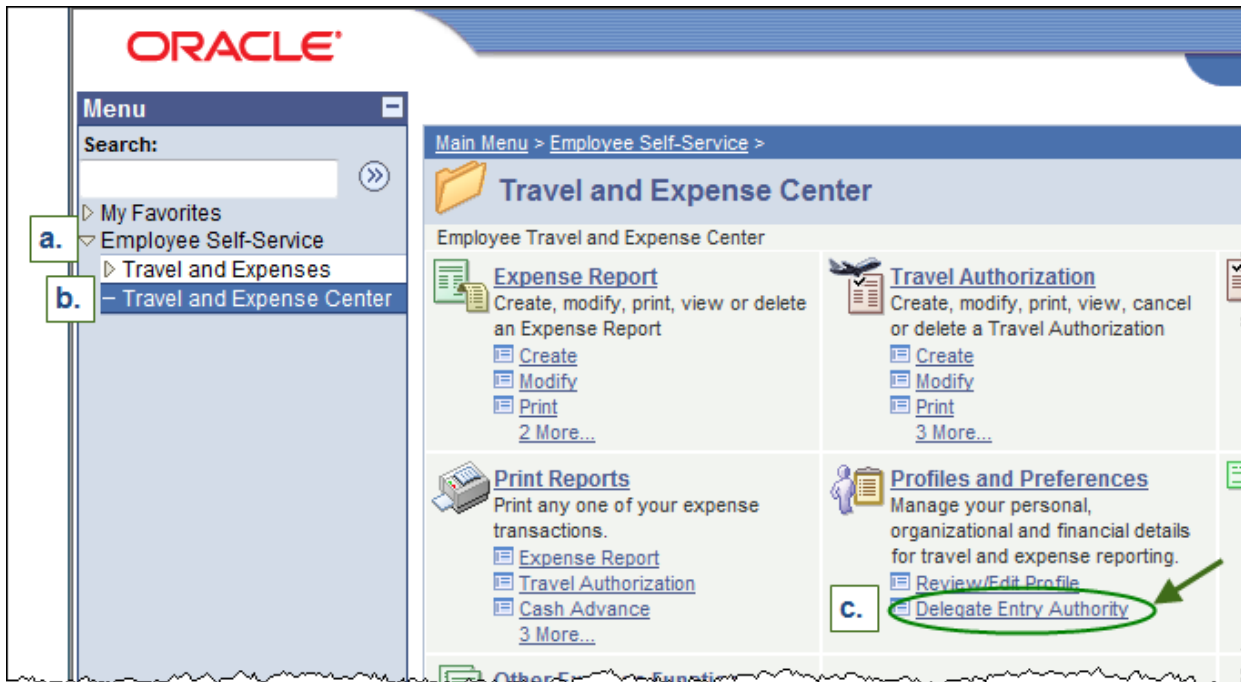


## Setting up an Entry Delegate for Travel & Expenses


An entry delegate is an individual who you (the traveler) authorize to create and modify expense reports on your behalf. You can set up one or more delegates on the **Authorize Users** page in PeopleSoft Financials. Follow these steps to setup an entry delegate:

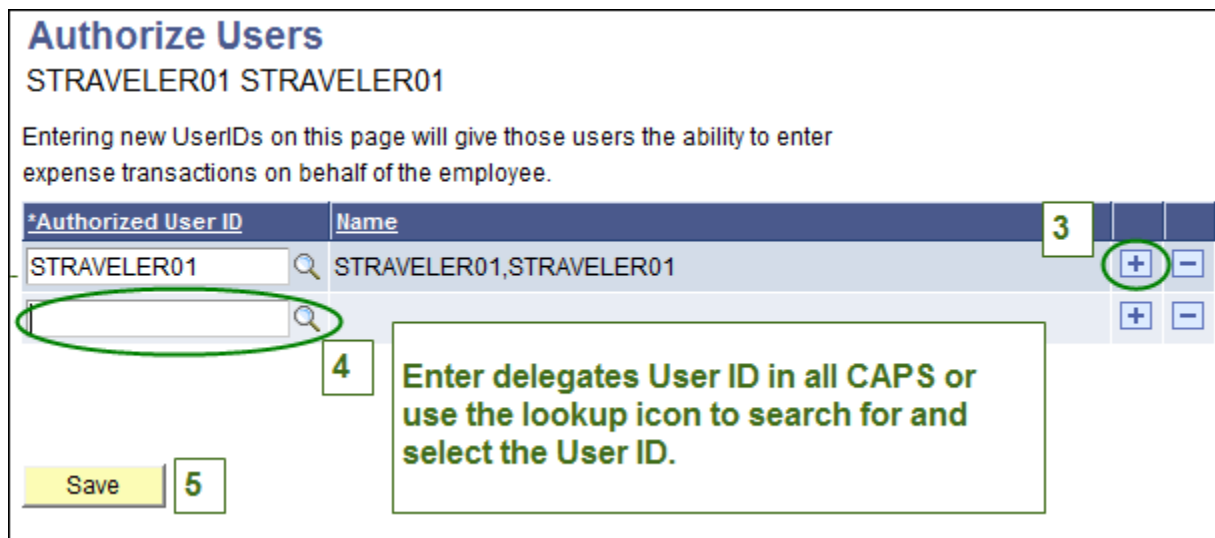
- 1) Login to PeopleSoft Financials with your username (SSO ID) and password <https://fsprd.umsystem.edu/psp/prd/>
- 2) Select the following menu options:
  - a. **Employee Self-Service**
  - b. **Travel and Expense Center**
  - c. Under Profiles and Preferences, select **Delegate Entry Authority**



- 3) The **Authorize Users** page will display. Click the Add a new row (plus sign) button on the right side of the authorized user row.

Note: **DO NOT delete** the row for your user ID (by clicking on the minus sign).

- 4) On the new row, enter the user ID (**in all caps**) in the **Authorized User ID** field of the person you want to indicate as your delegate. You can use the lookup feature  to search and select a user ID.
- 5) Click the **Save** button.



- 6) The **Save Confirmation** page will display. Click the **OK** button.