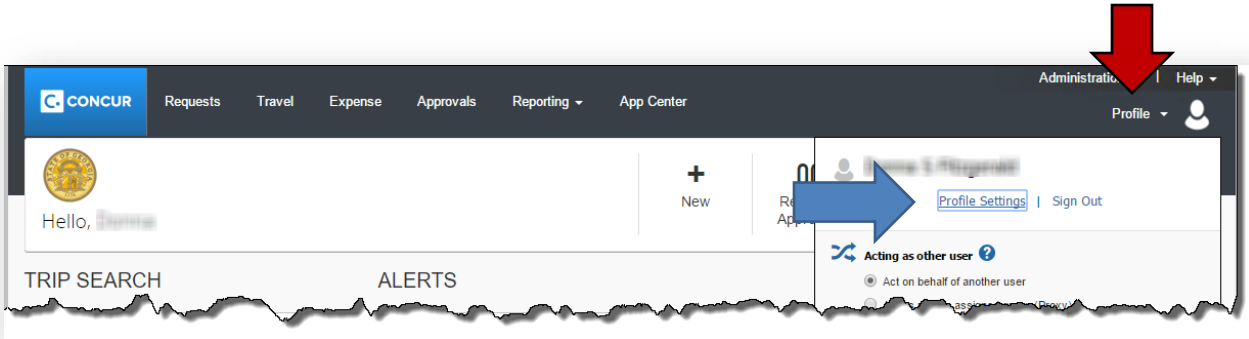




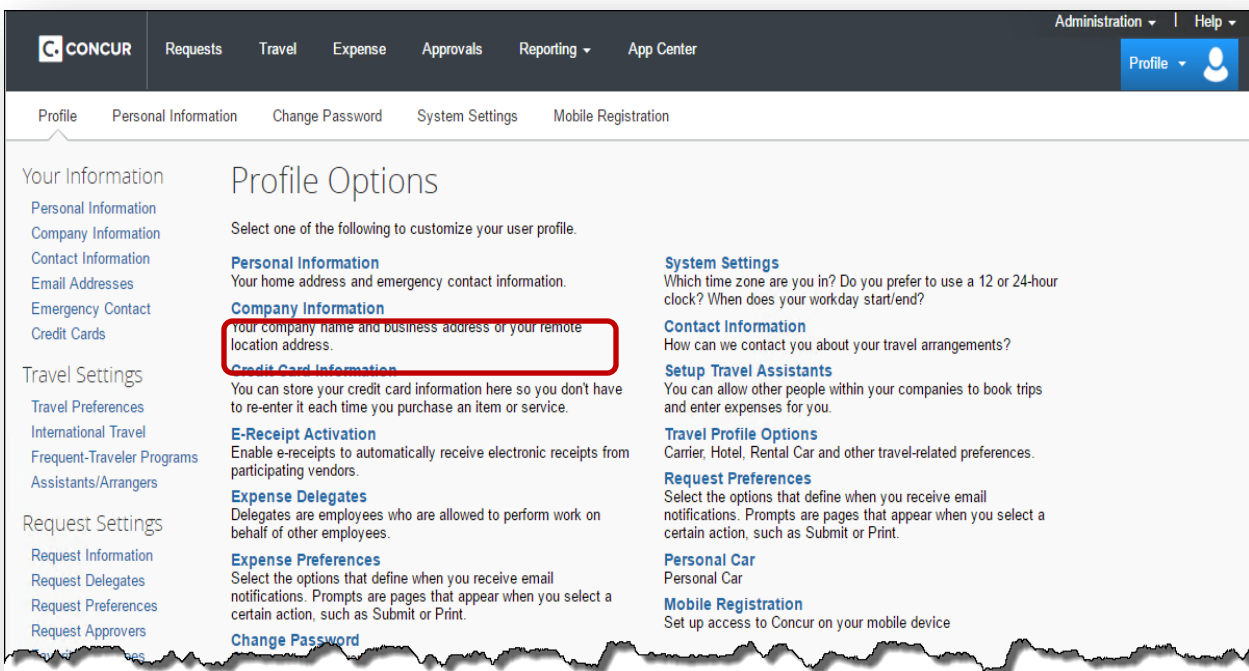
How to Add an Expense Delegate

The Delegates feature in TTE allows an employee (*delegator*) to elect another employee (*delegate*) to perform *Expense Report* and *Request functions* on their behalf.

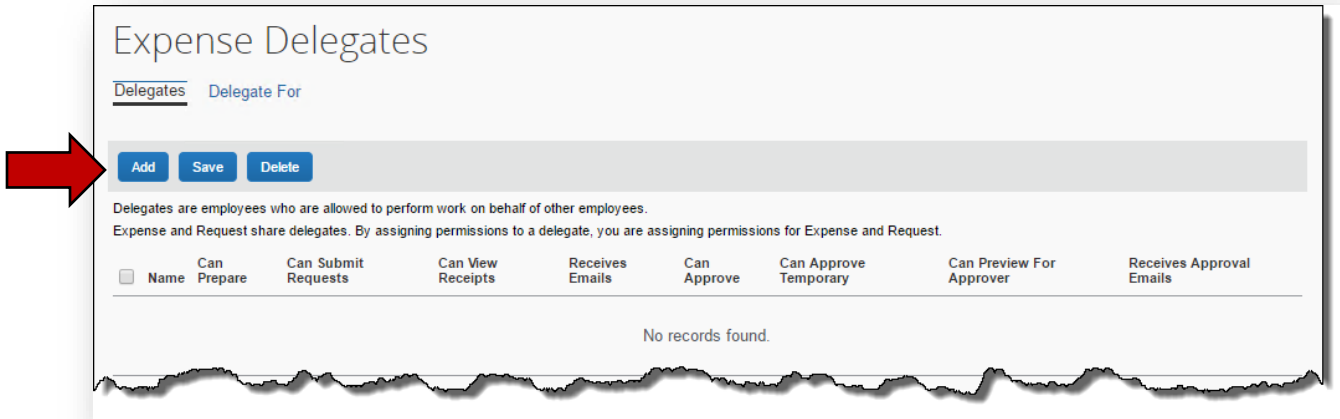
- Log in to TTE
- Click on **Profile**
- Select Profile Settings



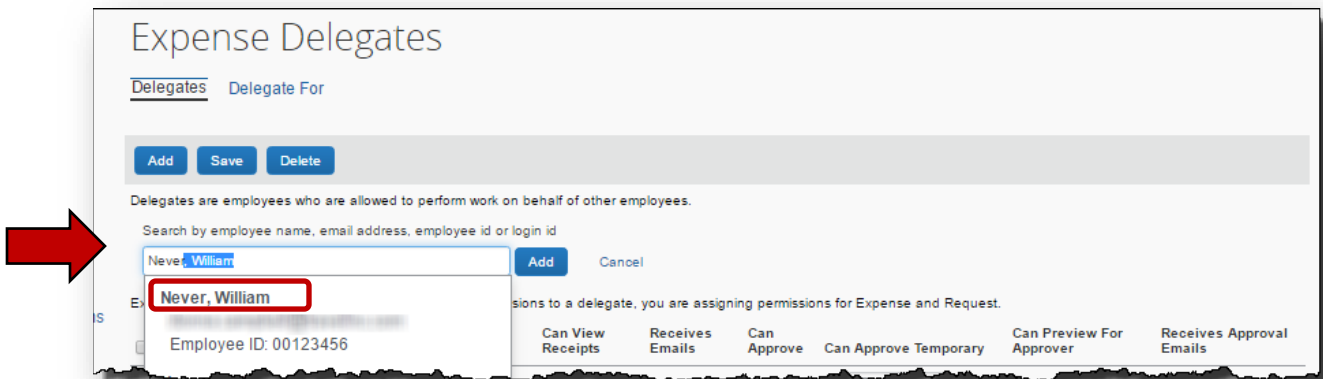
- Select **Expense Delegates**
 - You may also access Delegates under **Expense Settings** in the left navigation menu.



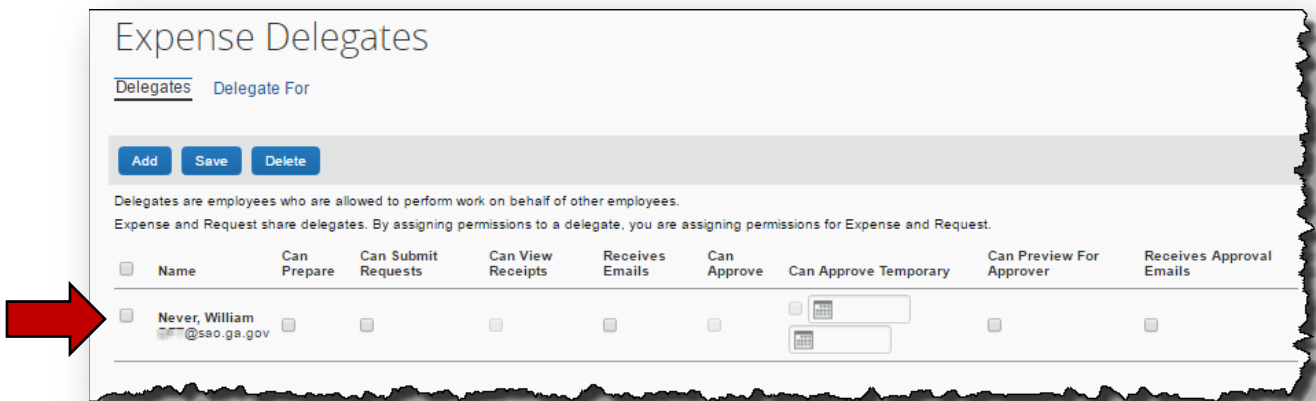
- **Select Add**



- Type in the last name of the employee you wish to elect as an Expense Delegate in the search box.
 - A list of matches to the last name will display
- Select the desired employee by clicking on the correct name

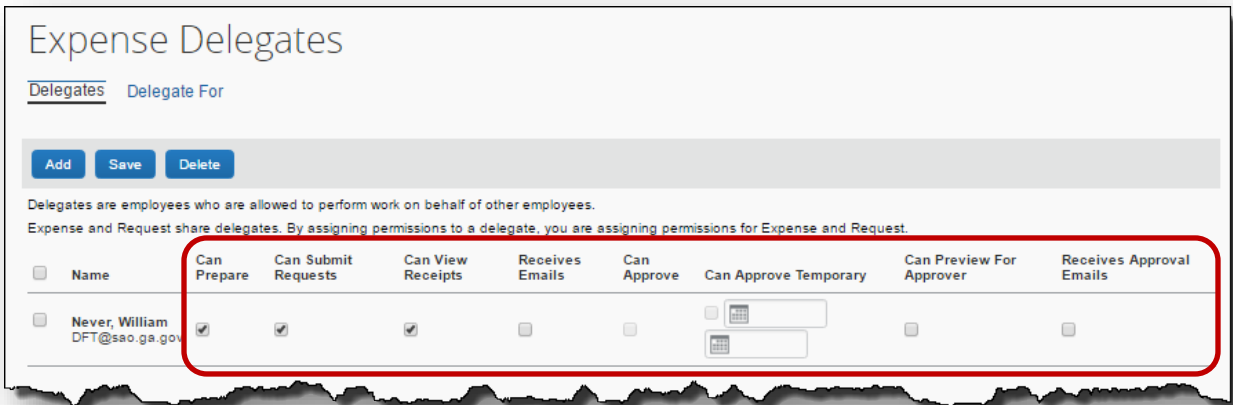


- The employee now appears as a Delegate.



- Select the functions you wish your delegate to perform for you:

- **Can Prepare:** Prepare, print, view and edit expense reports and authorization requests
 - **NOTE:** The Statewide Travel Policy requires that employees submit their own expense reports. You elected delegate cannot submit your expense report for you.
- **Receives Emails:** If delegate is to receive emails and reminders
- **Approver Options:** This only appears if the *delegator* is an approver and wishes to confer temporary approval rights. The *delegate* must also be an approver or the rights cannot be assigned.
- Click **Save**.



- The delegate is now active and can perform the Expense Report and Request functions you authorized.