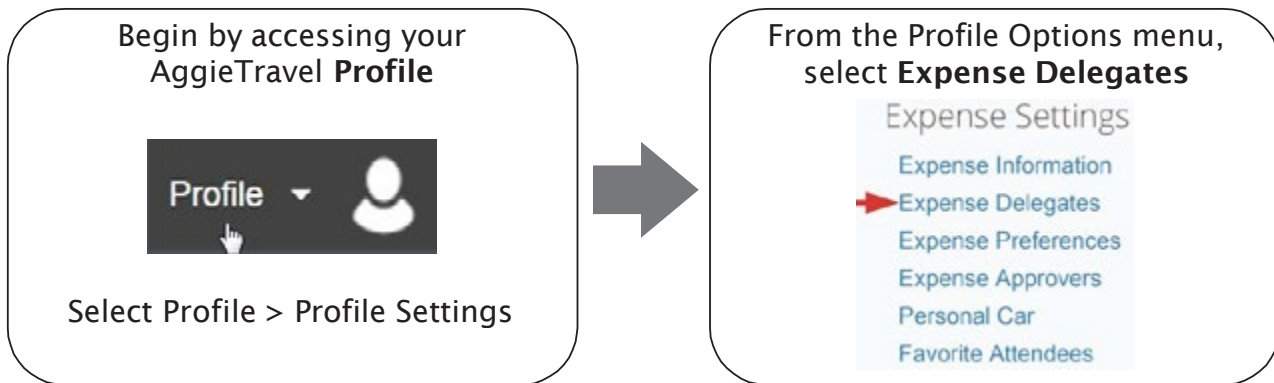




Delegates will be able to view, process or correct travel reports, view & add receipts and receive status emails. To add a delegate to access AggieTravel on your behalf:



Then it's as easy as 1, 2, 3...

1. Select Add
2. Search by last name, select from drop down menu
3. Select the permissions your delegate should have on your behalf

**Expense Delegates**

Delegates Delegate For

1 Add Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or logon id

2 Davis, E Add Cancel

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

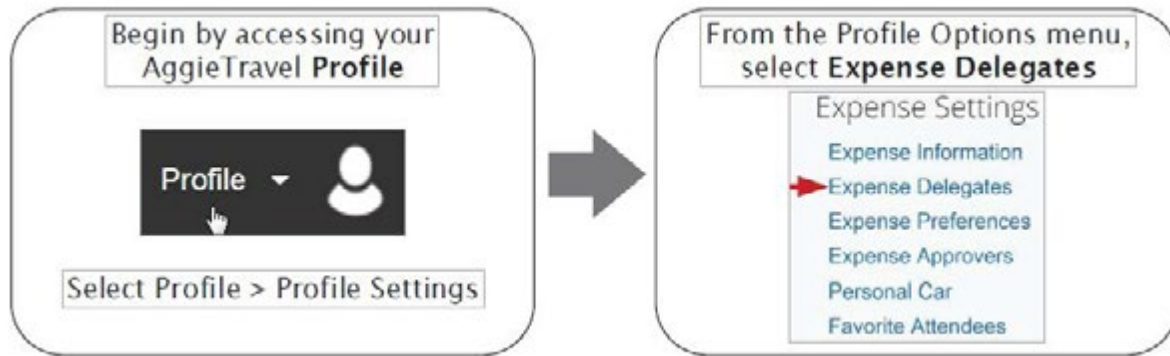
| 3 | Name                                   | Can Prepare                         | Can View Receipts                   | Can Use Reporting        | Receives Emails                     | Can Approve              | Can Approve Temporary | Can Preview For Approver | Receives Approval Emails |
|---|--|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-----------------------|--------------------------|--------------------------|
|   | Davis, Ewesee<br>ewexdavis@ucdavis.edu | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="text"/>  | <input type="checkbox"/> | <input type="checkbox"/> |

Check "Can Prepare", "Can View" and "Receives Emails". Only check other options if instructed to.

**Visit [travel.ucdavis.edu](http://travel.ucdavis.edu) for more information**



To delete a delegate who no longer needs access to your profile:



## Expense Delegates

Delegates Delegate For

**3** Add **1** Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees.  
Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

| <input type="checkbox"/>                     | Name                                      | Can Prepare                         | Can View Receipts                   | Can Use Reporting        | Receives Emails                     | Can Approve              | Can Approve Temporary    | Can Preview For Approver | Receives Approval Emails |
|--|---|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>2</b> <input checked="" type="checkbox"/> | BOITES, JEAN<br>jrboites@ucdavis.edu      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>                     | Correa, Christina<br>cncorrea@ucdavis.edu | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

1. Select Delete
2. Check the box next to the name to be removed
3. Select Save

Click the link below to watch a video on delegates.

<http://afs.ucdavis.edu/systems/aggie-travel/video-library/aggie-travel-assign-delegates.html>

Instructors will not be delegates for anyone else, only assigning people to be a delegate for themselves to assist when needed.