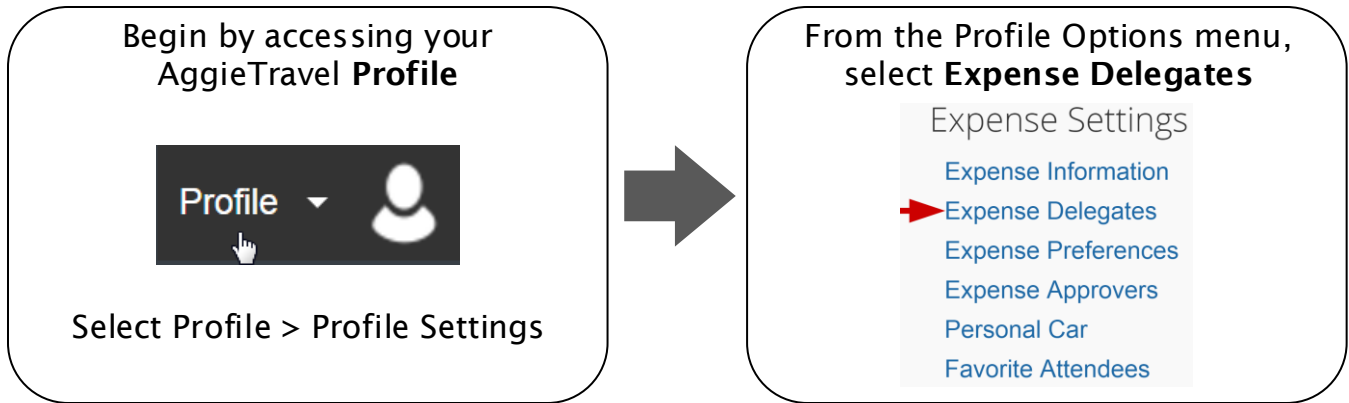


Delegates can prepare travel requests, travel & entertainment reports, add & view receipts, receive routing status emails, approve or temporarily approve reports. To add a delegate to access AggieTravel on your behalf:



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 **Add** **Cancel**

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
3 <input type="checkbox"/>	Davis, Ewese ewexdavis@ucdavis.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>

Please note: policy does not permit delegate approvers who have a direct or indirect subordinate role with the travelers (or hosts).

Visit www.travel.ucdavis.edu for more information.