

Delegating Expense/P-Card Reports

Purpose: Follow this process to delegate the creation and submission of Expense Reports and P-Card Reconciliations

Audience: This procedure is for Champlain, Middlebury, and GMHEC employees only

Additional Resources:

- ap@gmhec.org
- 802-443-2321
- <https://gmhec.org/finance/finance-knowledge-base/>

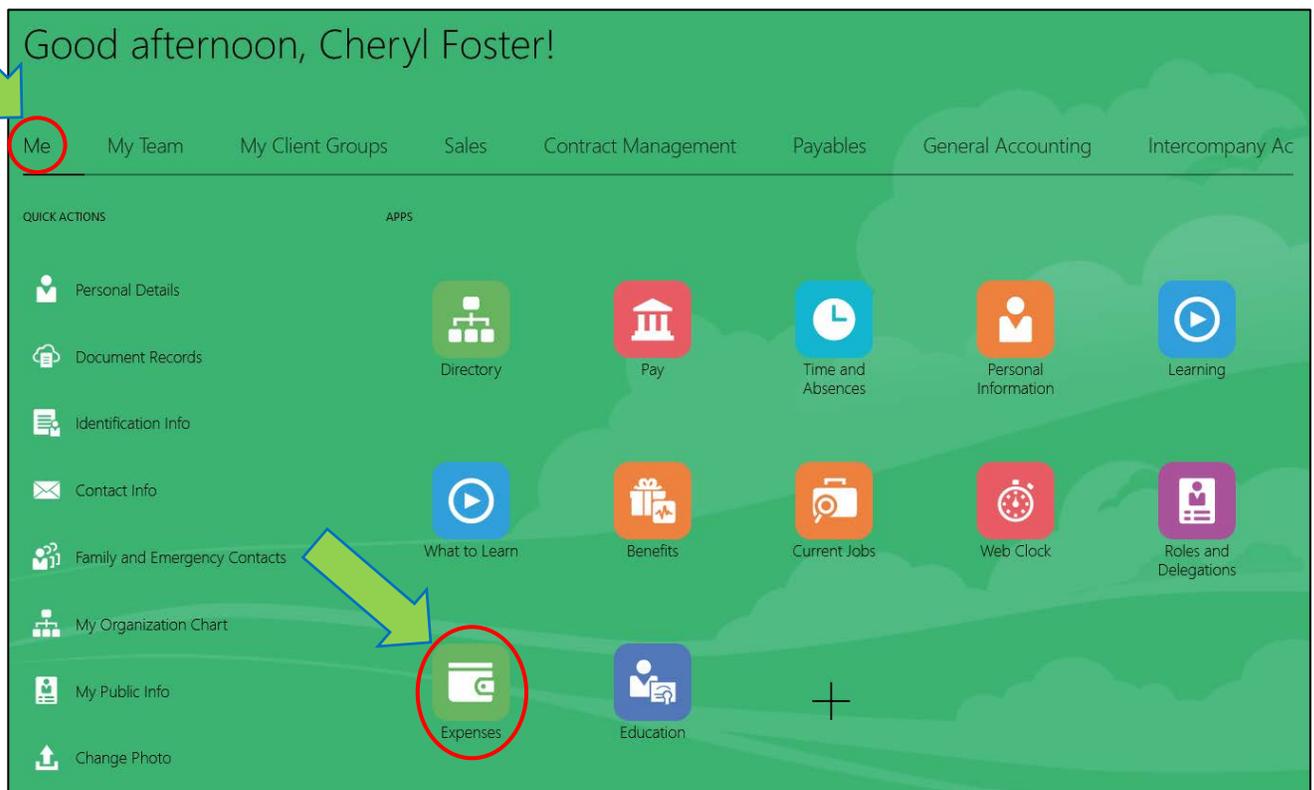
Process Step & Description

Action

Navigation Path:

➤ Me → Expenses

Manage Delegates for Expenses



Good afternoon, Cheryl Foster!

Me My Team My Client Groups Sales Contract Management Payables General Accounting Intercompany Ac

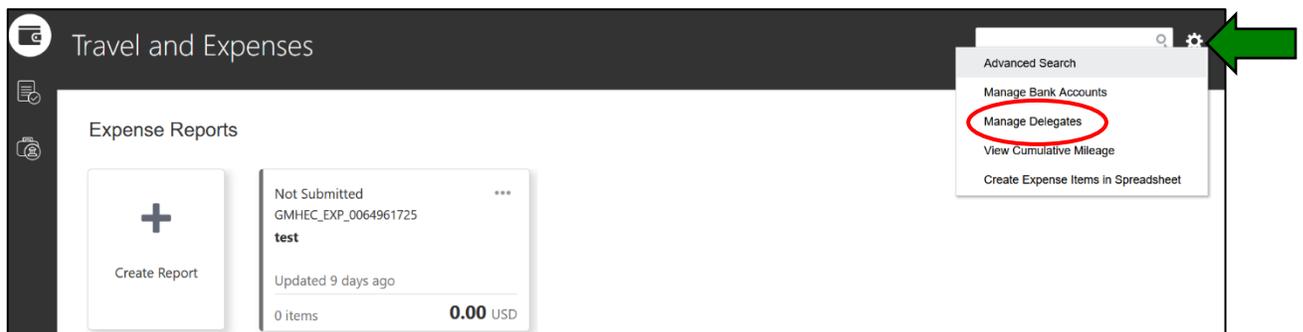
QUICK ACTIONS

APPS

Personal Details Document Records Identification Info Contact Info Family and Emergency Contacts My Organization Chart My Public Info Change Photo

Directory Pay Time and Absences Personal Information Learning What to Learn Benefits Current Jobs Web Clock Roles and Delegations Expenses Education

In Expenses, Click the “Gear”  icon and choose 'Manage Delegates'.



Travel and Expenses

Expense Reports

Create Report

Not Submitted
GMHEC_EXP_0064961725
test
Updated 9 days ago
0 items **0.00 USD**

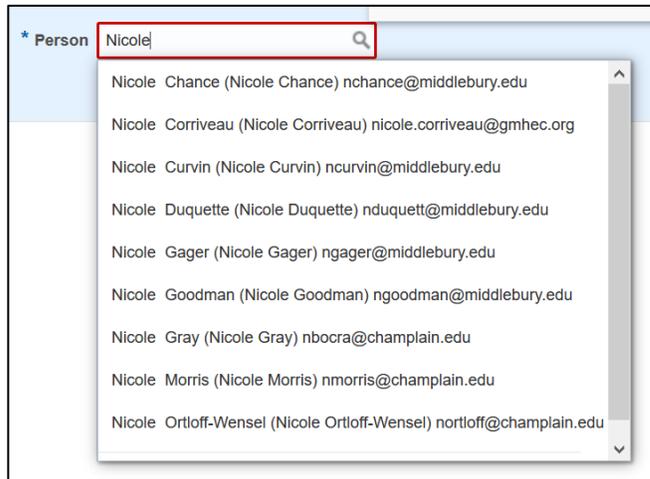
Advanced Search
Manage Bank Accounts
Manage Delegates
View Cumulative Mileage
Create Expense Items in Spreadsheet

Click  to add a new delegate.



Start typing the Delegate's First Name into the search box. Click on the appropriate name and click the **'Save'** button to add as a delegate.

Delegate Search

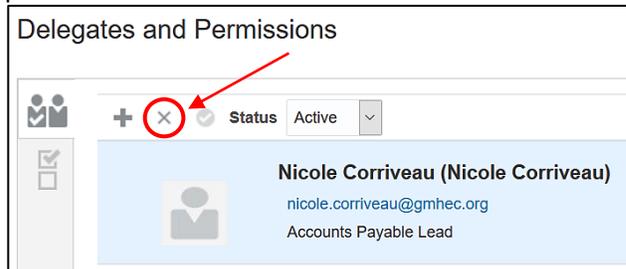


Click **'Save and Close'** to finalize your Delegate and leave the page.



Ending Delegation

To End the Delegation, highlight the person's name by clicking in the row, then click the **'X'** to end delegate permission.



Warning

If you remove this person, the delegate can no longer manage expense reports for you. Do you want to continue?

Yes No

Click **'Yes'** to continue.