

## **Delegating Expense/P-Card Reports** Additional Resources: Purpose: Follow this process to delegate the creation and submission of ap@gmhec.org **Expense Reports and P-Card Reconciliations** ٠ 802-443-2321 • Audience: This procedure is for Champlain, Middlebury, and GMHEC https://gmhec.org/finance/finance-knowledge-base/ . employees only Process Step & Action Description **Navigation Path:** Me → Expenses $\succ$ Good afternoon, Cheryl Foster! My Team My Client Groups **Contract Management Payables** General Accounting Intercompany Ac Sales QUICK ACTIONS APPS M Personal Details Ŀ П Y Document Records Directory Time and Persona Learning Absences Information 🛼 Identification Info Contact Info Ň $(\triangleright)$ 0 1 Manage Delegates What to Learn loles and Ramily and Emergency Contacts Delegation for **Expenses** 🕂 My Organization Chart C <u>Å</u> My Public Info 6 Education 🟦 Change Photo In Expenses, Click the "Gear" Ð icon and choose 'Manage Delegates'. ē Travel and Expenses Advanced Search R Manage Bank Accounts Manage Delegates Expense Reports ē view Cumulative Mileage Create Expense Items in Spreadsheet Not Submitted GMHEC\_EXP\_0064961725 ┿ test Create Report Updated 9 days ago 0.00 USD 0 items



	Click + to add a new delegate.
	Delegates and Permissions Save Save Save Save Save
	Valid 19-Aug-2020
	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.
	* Person Nicolej Q
	Nicole Corriveau (Nicole Corriveau) nicole.corriveau@gmhec.org
Delegate	Nicole Curvin (Nicole Curvin) ncurvin@middlebury.edu
Search	Nicole Duquette (Nicole Duquette) nduquett@middlebury.edu
	Nicole Gager (Nicole Gager) ngager@middlebury.edu
	Nicole Gray (Nicole Gray) nbocra@champlain.edu
	Nicole Morris (Nicole Morris) nmorris@champlain.edu
	Nicole Ortloff-Wensel (Nicole Ortloff-Wensel) nortloff@champlain.edu
	Click 'Save and Close' to finalize your Delegate and leave the page.
	Delegates and Permissions Save Save and Close Can It
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	* Person bole Corriveau (Nicole Corriveau) Q Valid 19-Aug-2020
	To End the Delegation, highlight the person's name by clicking in the row, then click the 'X' to end delegate permission
Ending Delegation	Delegates and Permissions
	+ × Status Active -
	Nicole Corriveau (Nicole Corriveau)
	Accounts Payable Lead
	Warning
	If you remove this person, the delegate can no longer manage expense reports for you. Do you want to continue?
	Click ' <b>Yes'</b> to continue.