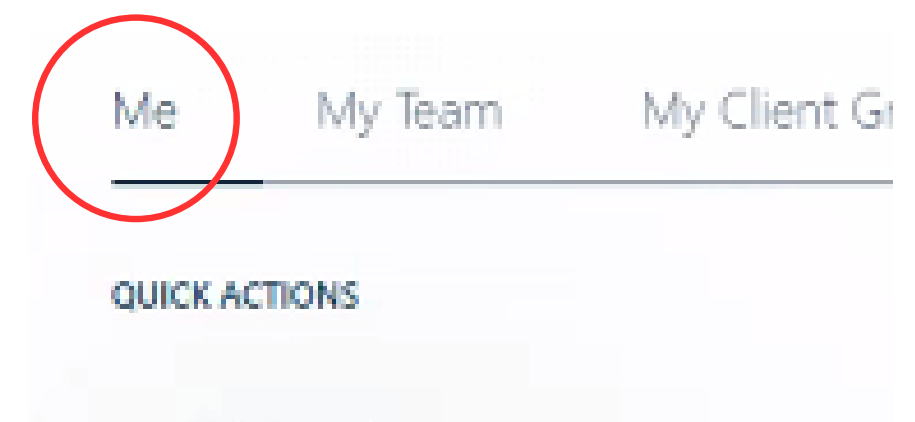


Assigning a Delegate to Submit Expense Reports

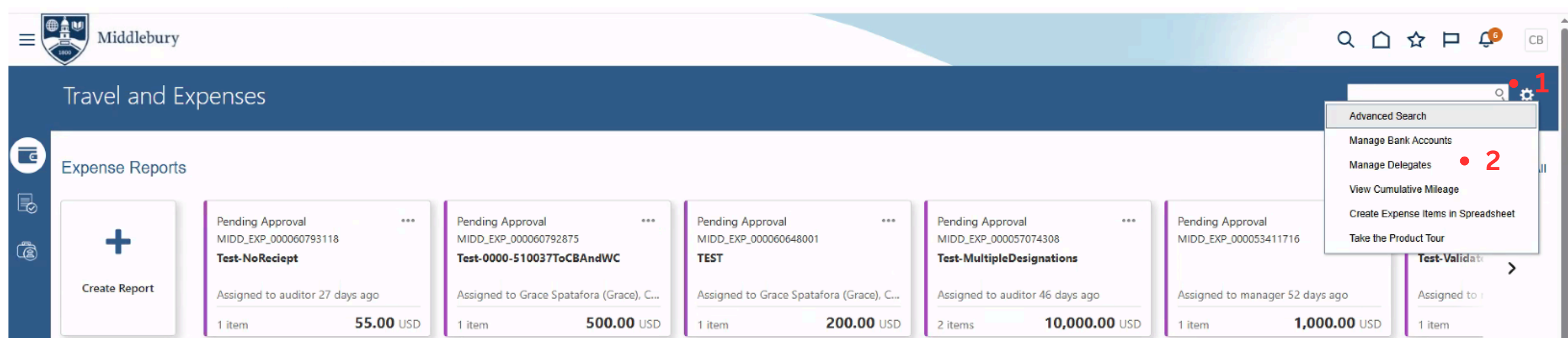
How to set up a delegate to submit expense reports in Oracle on your behalf

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From the **Me** page find the **Expenses** icon and click into it. You may need to scroll down to find it.



Clicking on the **Expenses** icon will take you to the Expenses Workbench



- **1** Click on the gear icon in the upper right hand corner of your expenses workbench
- **2** Select **Manage Delegates** from the drop down menu



- **3** Click on the + to add a new delegate who can submit expenses on your behalf
- **4** Start typing the Delegate's name in the **Person** box. This should prompt a pull down list to appear, click on the appropriate name

Assigning a Delegate to Submit Expense Reports

How to set up a delegate to submit expense reports in Oracle on your behalf

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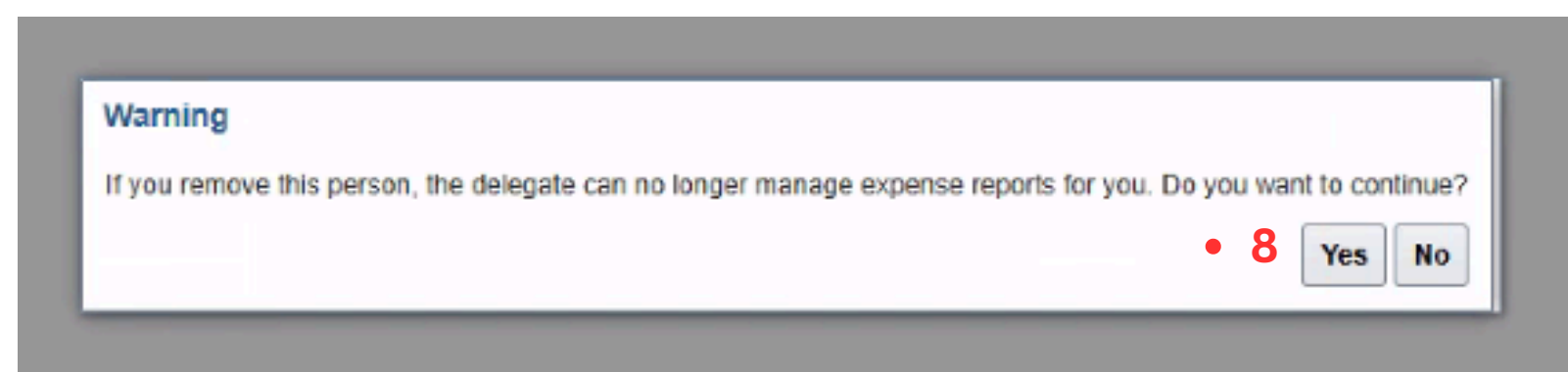


- 5 Click the **Save** button to add this person as your delegate
- 6 Click the **Save and Close** to return to your expenses workbench



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

- 8 Click **Yes**



- 9 Click the **Save and Close** to return to your expenses workbench



If you have any questions or need any assistance,
please contact Accounts Payable at:
ap@gmhec.org