





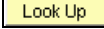

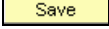




How to Assign a Proxy

1.	Click the Employee Self-Service link. 
2.	Click the Travel and Expenses link. 
3.	Click the User Preferences link. 
4.	Click the Delegate Entry Authority link. 
5.	Click the Add a new row at row 1 (Alt+7) graphic. 
6.	Click the Look up Authorized User ID (Alt+5) graphic. 
7.	Enter the desired information into the field. Enter
8.	Click the Look Up button. 
9.	Click the 1098096 link. 
10.	Click the Save button. 
11.	Click the OK button. 
12.	Click the Home link. 
13.	Congratulations. You have successfully completed assigning a proxy. End of Procedure.