



# Business Process Document

## PS FIN Travel Expenses: How to Assign a Proxy

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<b>Department</b>	
<b>Responsibility/Role</b>	
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### How to Assign a Proxy

Trigger:

Required Field(s)	Comments

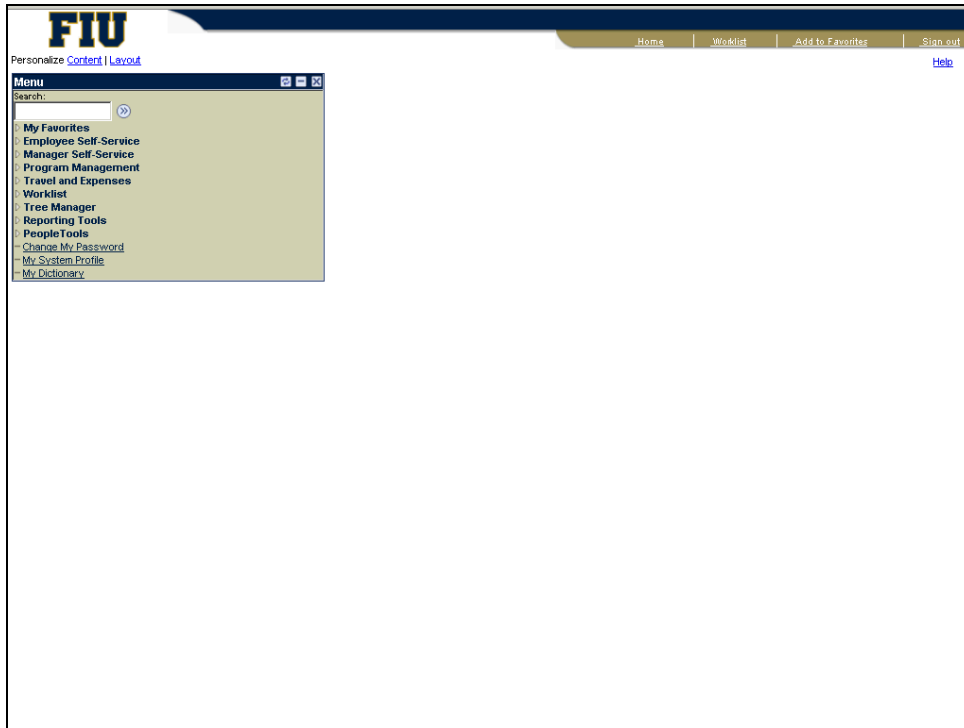
Output - Results	Comments

### Additional Information

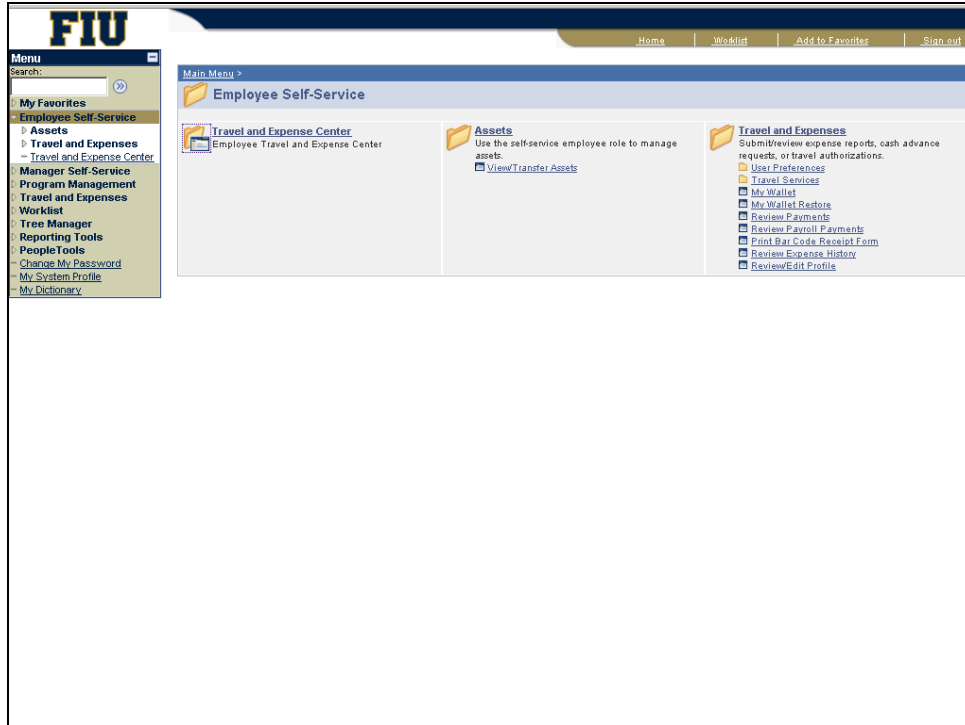
### Procedure






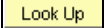

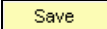

This navigation gives you the ability to authorize users to access and report Expense information for you.

You will notice that you can only assign proxy's for yourself.



Step	Action
1.	Click the <b>Employee Self-Service</b> link. <b>Employee Self-Service</b>




Step	Action
2.	Click the <b>Travel and Expenses</b> link. 
3.	Click the <b>User Preferences</b> link. 
4.	Click the <b>Delegate Entry Authority</b> link. 
5.	Click the <b>Add a new row at row 1 (Alt+7)</b> graphic. 
6.	Click the <b>Look up Authorized User ID (Alt+5)</b> graphic. 
7.	Enter the desired information into the field. Enter " <b>1098096</b> ", the employee ID of the person you want to add as a proxy.
8.	Click the <b>Look Up</b> button. 
9.	Click the <b>1098096</b> link. 
10.	Click the <b>Save</b> button. 
11.	Click the <b>OK</b> button. 

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Step	Action
12.	Click the <b>Home</b> link. 
13.	Congratulations. You have successfully completed assigning a proxy. <b>End of Procedure.</b>