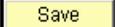




## Delegating Entry Authority

1.	To begin, click the <b>Employee Self-Service</b> link. 
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.	Add or delete authorized users by using the <b>[+] Add</b> and <b>[-] Delete</b> buttons. The PeopleSoft user ID of the person to be authorized must be entered in the <b>Authorized User ID</b> field/column.  Click the <b>Save</b> button when additions or revisions are complete. 
6.	Delegate Entry Authority is complete.  Click the <b>Home</b> link to return to the home/main menu. 
7.	Congratulations! You have learned how to successfully add/delete authorized users to your account. <b>End of Procedure.</b>