



Miami-Dade County

Travel & Expenses – How to create a Travel Delegate

Version 1.0

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PURPOSE AND DESCRIPTION

Purpose

This document explains the key activities involved in creating a Travel Delegate. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

ENTER A TRAVEL DELEGATE

Step	Action															
	<p>A Travel Delegate is an individual who you (the traveler) authorize to create travel authorizations on your behalf. The Travel Delegate can create and save but will not be able to submit.</p>															
1.	Log into INFORMS.															
2.	<p>Navigate to Menu>Navigator>Finance Supply/Chain>Employee Self-Service>Travel and Expenses>User Preferences>Delegate Entry Authority</p>															
3.	<p>Authorize Users</p> <p>Karen Manjarres</p> <p>Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.</p> <p>Authorize Users</p> <table border="1" data-bbox="305 850 1404 1039"> <thead> <tr> <th>*Authorized User ID</th> <th>Name</th> <th>*Authorization Level</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>E304811</td> <td>Manjarres, Karen M</td> <td>Edit & Submit</td> <td>+</td> <td>-</td> </tr> <tr> <td>E137254</td> <td>Chuck, Paulette G</td> <td>Edit</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p>Save</p> <ul style="list-style-type: none"> • Select + sign to add a new row • Enter the Employee ID# of the person that you want to name as your delegate • On the Authorization Level field, from the drop-down menu select “Edit” 	*Authorized User ID	Name	*Authorization Level			E304811	Manjarres, Karen M	Edit & Submit	+	-	E137254	Chuck, Paulette G	Edit	+	-
*Authorized User ID	Name	*Authorization Level														
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E137254	Chuck, Paulette G	Edit	+	-												
4.	<ul style="list-style-type: none"> • Select Save 															