



## Miami-Dade County

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Travel & Expenses—How to create a Travel Delegate

**Version 1.0**

## TABLE OF CONTENTS

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<b>TABLE OF CONTENTS .....</b>	<b>2</b>
<b>PURPOSE AND DESCRIPTION .....</b>	<b>2</b>
<i>Purpose .....</i>	<i>2</i>
<b>ENTER A TRAVEL DELEGATE .....</b>	<b>3</b>

## PURPOSE AND DESCRIPTION

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### **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															
	A Travel Delegate is an individual who you (the traveler) authorize to create travel authorizations on your behalf. <b>The Travel Delegate can create and save but will not be able to submit.</b>															
1.	Log into INFORMS.															
2.	<b>Navigate to Menu&gt;Navigator&gt;Finance Supply/Chain&gt;Employee Self-Service&gt;Travel and Expenses&gt;User Preferences&gt;Delegate Entry Authority</b>															
3.	<div><h3>Authorize Users</h3><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><h4>Authorize Users</h4><table><thead><tr><th>*Authorized User ID</th><th>Name</th><th>*Authorization Level</th><th></th><th></th></tr></thead><tbody><tr><td><input type="text" value="E304811"/></td><td>Manjarres, Karen M</td><td><input type="text" value="Edit &amp; Submit"/></td><td><input type="button" value="+"/></td><td><input type="button" value="-"/></td></tr><tr><td><input type="text" value="E137254"/></td><td>Chuck, Paulette G</td><td><input type="text" value="Edit"/></td><td><input type="button" value="+"/></td><td><input type="button" value="-"/></td></tr></tbody></table><div><input type="button" value="Save"/></div><ul style="list-style-type: none"><li>• Select + sign to add a new row</li><li>• Enter the Employee ID# of the person that you want to name as your delegate</li><li>• On the Authorization Level field, from the drop-down menu select “Edit”</li></ul></div>	*Authorized User ID	Name	*Authorization Level			<input type="text" value="E304811"/>	Manjarres, Karen M	<input type="text" value="Edit &amp; Submit"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="text" value="E137254"/>	Chuck, Paulette G	<input type="text" value="Edit"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
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4.	<ul style="list-style-type: none"><li>• Select Save</li></ul>															