Delegating Travel Responsibilities

Step	Action
1.	Click the **TE Profile & Delegation** tile.
2.	The Authorize Users page is displayed. If you are hired on or after July 2nd, 2018, you will need to follow these next steps to set up your own authorization levels. This will only have to be done once. Press **[Enter]** to continue.
3.	Your MyID should appear in the Authorized User ID field. Press **[Enter]** to continue.
4.	To select a Document Type, click the **Expenses Document Type** list.
5.	The drop-down menu items are displayed. Click the appropriate Document Type. Click the **Expense Report** list item. Expense Report
6.	The Authorization Level indicates the actions that the Authorized User ID in this row can take on the selected Expenses Document Type. Press **[Enter]** to continue. Edit & Submit
7.	To add a new row, click the + button.
8.	A new row is created within the Authorized Users table. You will enter your MyID again into the **Authorized User ID** field. Enter a valid value e.g. "**ugaemployee**".
9.	Click the **Expenses Document Type** list.
10.	Click the **Travel Authorization** list item. Travel Authorization
11.	The Authorization Level again indicates the actions that the Authorized User ID in this row can take on the selected Expenses Document Type. Press **[Enter]** to continue. Edit & Submit

Step	Action
12.	When accessing the page after the initial set up, you will see a page similar to this. Your authorization level for both Expense Reports and Travel Authorizations will be displayed within the Authorized Users table. Press **[Enter]** to continue.
13.	To add a delegate, click the + button. +
14.	To search for a user to whom you assign the authority, enter the delegate's MyID into the **Authorized User ID** field. Enter a valid value e.g. "**ugadelegated**".
15.	A name list will appear at which time you can click on the appropriate name. Click **UGA TE Delegated**. UGA TE Delegated
16.	Click the **Expenses Document Type** list.
17.	In the **Expenses Document Type** field, click **Expense Report** list item. Expense Report
18.	Click the **Authorization Level** list. View
19.	The drop-down menu items are displayed. Click the appropriate Authorization Level. **NOTE**: Delegates will not be able to submit Expense Reports on your behalf. In the **Authorization Level** field, click **Edit**. Edit
20.	To insert a new row, click the + button. +
21.	To add a delegate to another Expenses Document Type, enter the delegate's MyID into the **Authorized User ID** field again. Enter a valid value e.g. "**ugadelegated**".
22.	A name list will appear at which time you can click on the appropriate name. Click **UGA TE Delegated**. UGA TE Delegated
23.	Click the **Expenses Document Type** list.
24.	In the **Expenses Document Type** field, click the **Travel Authorization** list item. Travel Authorization

Step	Action
25.	The Authorization Level again indicates the actions that the delegate in this row can take on the selected Expenses Document Type. Press **[Enter]** to continue. 
26.	Click the **Save** button. 
27.	You should now see the Save Confirmation page. You have completed the steps to update expense authorizations. **End of Procedure.**