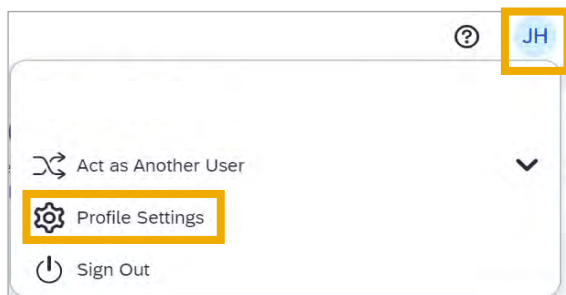


# Assigning a Personal Delegate

A Personal Delegate can assist in preparing Requests and Expense Reports on your behalf. Additional permissions may include the ability to Submit Requests and/or receive copies of emails.

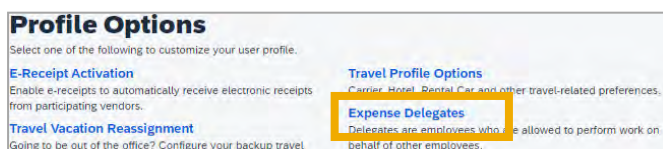
## Adding a Personal Delegate

1. Click the **Profile** link.
2. Click the **Profile Settings** link.



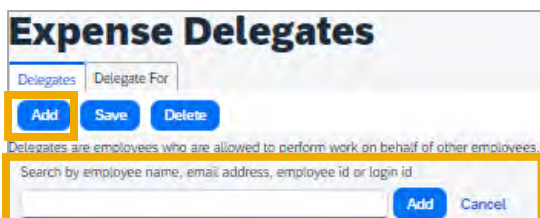
**Result:** You will be directed to the Profile Options page.

3. Click the **Expense Delegates** link.



**Note:** Delegates may also be assigned through the Request Delegates link. Regardless of the link chosen, Delegates have access to both systems.

4. Click the **Add** button, then search for the employee you want to assign as a Delegate.

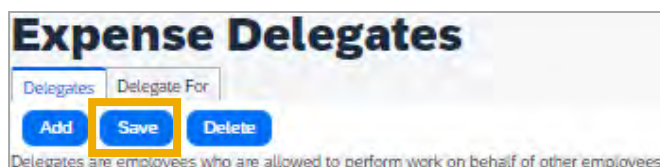


5. Click on the employee you wish to add as a Delegate.
6. Select the tasks you want the Delegate to perform on your behalf.

<input type="checkbox"/>	Name	Can Prepare	Can Submit Requests	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Alston, Corney corney.alston@unc.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Brown, Collette collette.brown@unc.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** Personal Delegates can submit Travel Requests but cannot submit Expense Reports on a traveler's behalf.

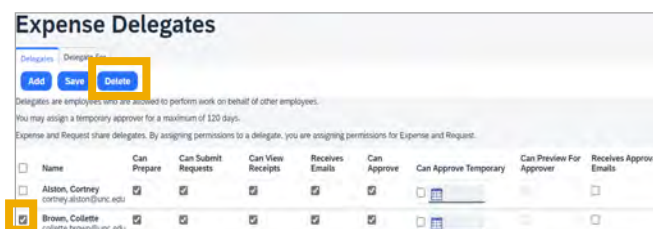
7. Click the **Save** button.



## Deleting a Delegate

To delete a Delegate follow steps 1 to 3 from the *Adding a Personal Delegate* section, then complete the following steps:

1. Check the box beside the employee you want to remove as a Delegate.



2. Click the **Delete** button.
3. Click the **OK** button on the pop-up message that will appear.

**Result:** The system will delete the Delegate you selected.