

Quick Reference Guide: Selecting an Expense Delegate

The **Oracle Cloud Expenses** module allows a user to designate a **delegate** to enter and manage expense reports on his or her behalf using the following steps: Travel and Expenses From the **Oracle Cloud Expenses** Module, click Manage Bank Accounts Expense Reports the Tasks icon View Cumulative Mileage Ē Then click **Manage Delegates** Create Report **1,864.14** USD Available Expense Items VANDERBILT Q Q A P Q From the Delegates UNIVERSITY and Permissions Delegates and Permissions ② Save Save and Close Cancel page, click the plus sign (+) to add a person йů + X Status Active V Search and Select: Person A<u>d</u>vanced **4** a Then enter the Match

All

Any name of another person or use the E-Mail aaron.w.howard@vanderbilt.edu search feature (5) Use the **Basic** or **Advanced** Search Reset option and the click Search to find another person aaron.w.howard@vanderbilt.edu Aaron Howard Select the name of the person from 6 OK Cancel the list and click **OK** 7 Click Save to confirm VANDERBILT UNIVERSITY Q○☆P♀ your selection. Then review the delegate's Delegate To remove a delegate, select the name and click the x icon information. йů Status Active > The Delegate will be valid as of the date indicated. Aaron Howard Valid 12/12/18 Repeat steps **1-7** as need aaron.w.howard@vanderbilt.edu Program Manager, Academic & Educational Support to add delegates, then click Save and Close VANDERBILT UNIVERSITY 口口ひ口の An employee who has been selected as a Delegates and Permissions ③ delegate can see the names of persons who Status Active V have designated them as their delegates by **Graduate Student** clicking the second icon Valid 2/7/24 Service Free Stipends in the list.