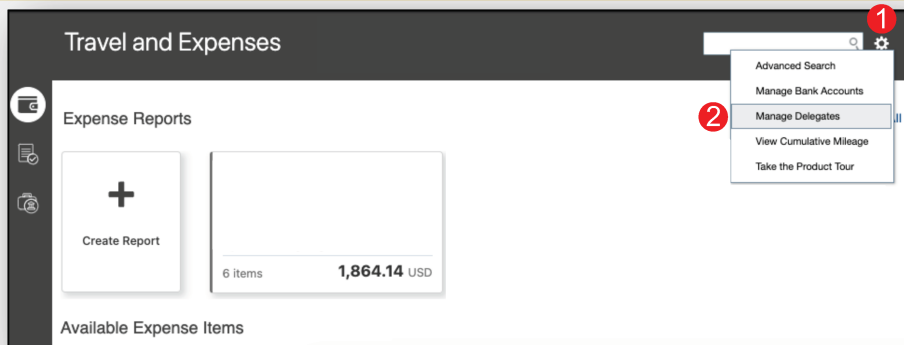


The **Oracle Cloud Expenses** module allows a user to designate a **delegate** to enter and manage expense reports on his or her behalf using the following steps:

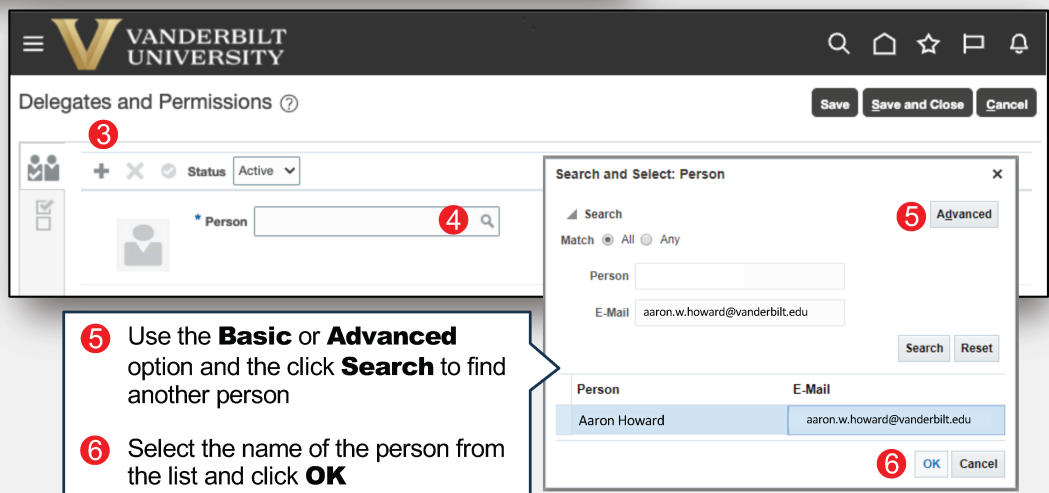


1 From the **Oracle Cloud Expenses** Module, click the **Tasks** icon

2 Then click **Manage Delegates**

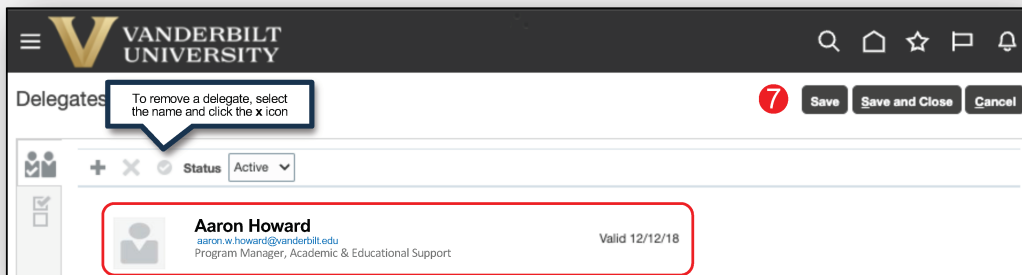
3 From the **Delegates and Permissions** page, click the plus sign (+) to add a person

4 Then enter the name of another person or use the search feature (5)



5 Use the **Basic** or **Advanced** option and the click **Search** to find another person

6 Select the name of the person from the list and click **OK**



7 Click **Save** to confirm your selection. Then review the delegate's information.

The Delegate will be valid as of the date indicated.

Repeat steps **1-7** as need to add delegates, then click **Save and Close**

8 An employee who has been selected as a delegate can see the names of persons who have designated them as their delegates by clicking the second icon in the list.

