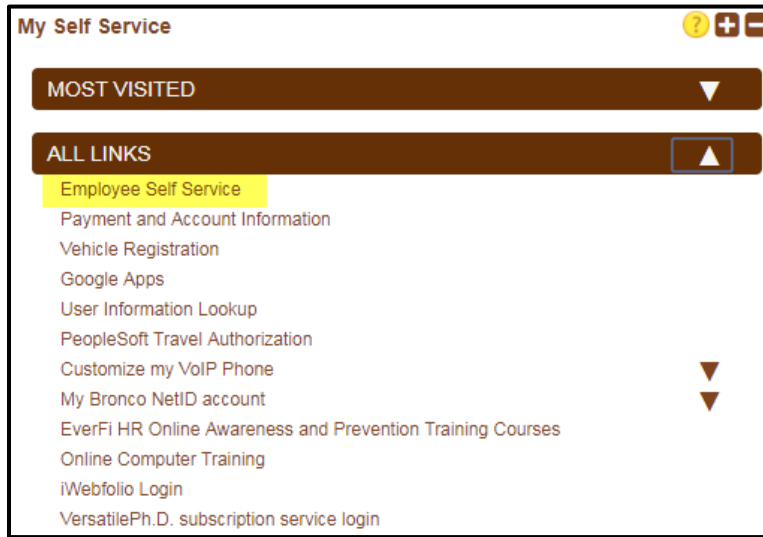


Setting an Entry Delegate for Travel & Expenses

An entry delegate is an individual who you (the traveler) authorize to create, modify and view travel authorizations on your behalf. You can set up one or more delegates on the “**Authorize Users**” page in PeopleSoft Financials. Follow the steps below to setup and entry delegate:

- 1) In your GoWMU, select the “**Employee Self Service**” option under “**All Links**”.






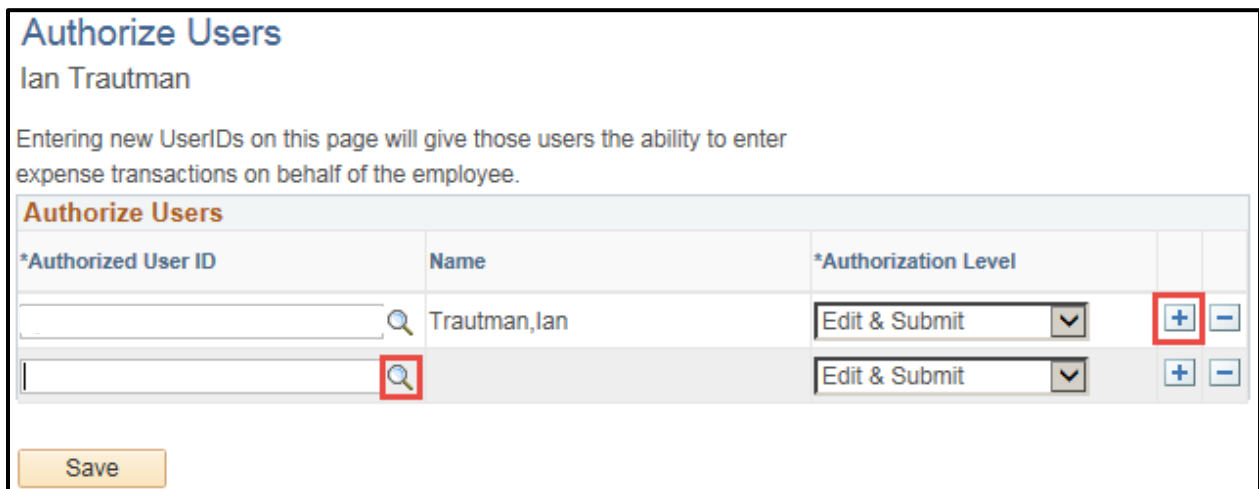
- 2) On the home page, select the “**WMU Travel Authorizations**” tile



- 3) On the navigation bar on the left side of the screen under the “**Miscellaneous**” tab, select “**Delegate Entry Authority**”.








- 4) The “**Authorize Users**” page will display. The system automatically assigns your direct supervisor as a delegate, however, if you wish to add another delegate, click on the  icon to add a new row.
 - a. Note: **DO NOT DELETE** the row for your own user ID by clicking on the  icon on the row with your name.
- 5) On the new row, click on the look up icon  to search for and select your delegate.

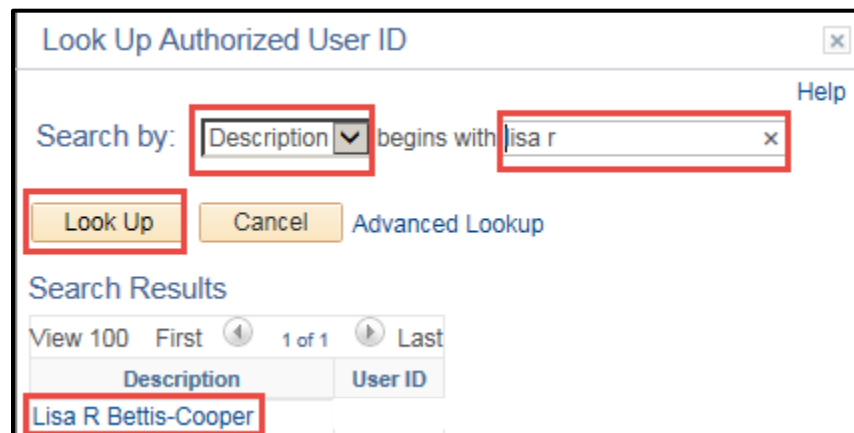


Authorize Users
Ian Trautman

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

*Authorized User ID	Name	*Authorization Level		
<input type="text"/>	Trautman, Ian	Edit & Submit		
<input type="text"/>		Edit & Submit		

- 6) Change the drop down filter to “**Description**”, type in the first name of the individual you are looking for into the box and select the “**Look Up**” button. You can then select the individual by clicking on their name.



Look Up Authorized User ID

Search by: Description begins with lisa r

Look Up [Advanced Lookup](#)

Search Results

View 100 First 1 of 1 Last

Description	User ID
Lisa R Bettis-Cooper	

- 7) After you select your delegate, you have the option to select whether you want the delegate to have “**View**”, “**Edit and Submit**” or “**Edit**” access using the drop down box under “**Authorization Level**”. Make sure that this is set to “**Edit and Submit**” if you want the delegate to be able to create authorizations for you. If you simply want them to be able to view and print your authorizations but not create them, you can set it to “**View**”.

Authorize Users

Ian Trautman

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorize Users

*Authorized User ID	Name	*Authorization Level		
<input type="text"/>	<input type="text" value="Trautman, Ian"/>	Edit & Submit	<input type="button" value="+"/>	<input type="button" value="-"/>
	<input type="text" value="Bettis-Cooper, Lisa R"/>	Edit & Submit	<input type="button" value="+"/>	<input type="button" value="-"/>

Save

- 8) Select the icon to add any additional individuals that you wish. When you finished, make sure to select the **“Save”** button.
- 9) Once you have been set as a delegate of another traveler, you can view or print out any of the authorizations they have created. To do so, go to the Travel and Expense Center and select the **“View”** option. After hitting the **“Search”** button, you can click on the authorization you wish to view and click the **“Print”** button to create a PDF printable version.