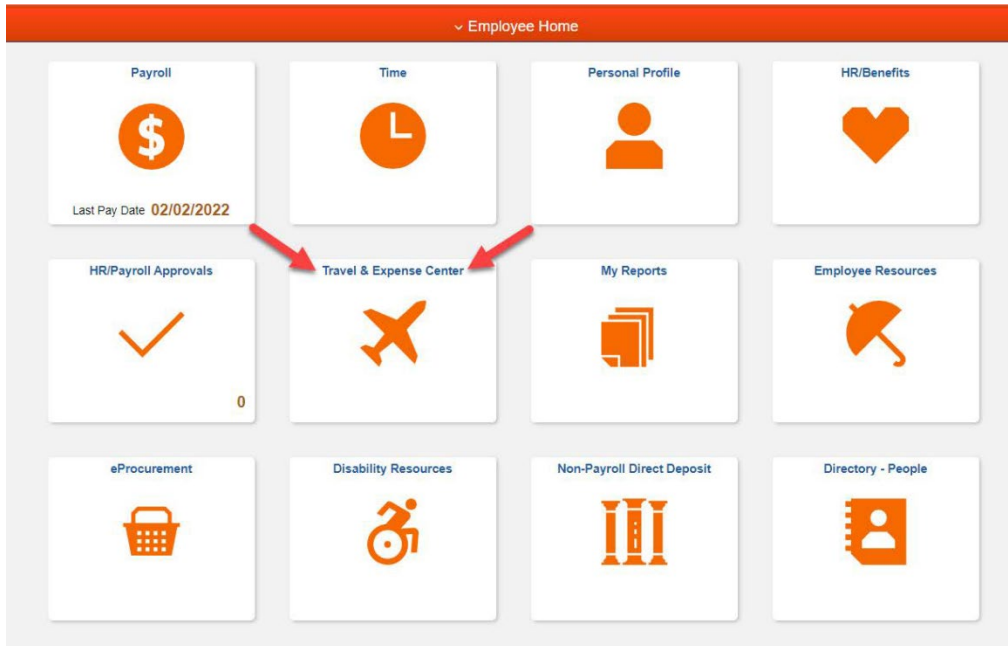


Setting up an Alternate Approver

In the event an approver is going to be out of the office, they can set up an alternate approver to handle approval responsibilities while they are away.

1. Sign into MYSLICE (<https://myslice.ps.syr.edu>) and click on the Travel & Expense Center tile:



2. Scroll down in the “Expenses WorkCenter” list and click on the “Alternate Approver Setup Link”. Then, enter the User ID of the alternate approver; enter the date range this will be in effect for and click the save button.

