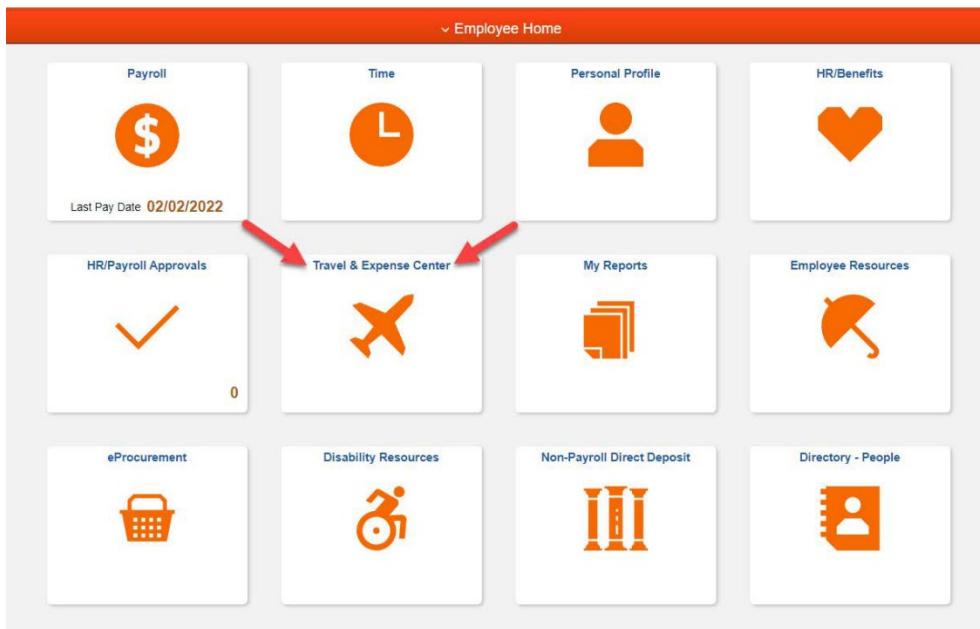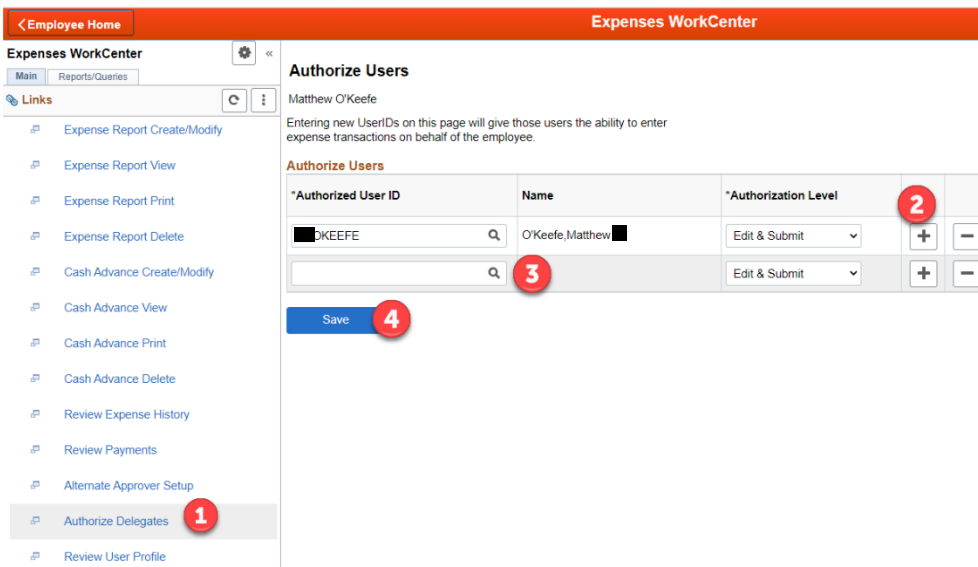## Authorize Delegates

This functionality allows an employee to authorize other travel and expense system users the ability to enter and submit expense reports on that employee's behalf.

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

Note: your User ID should be listed and remain listed.

- Click the "Authorize Delegates" link in the "Expense WorkCenter" (1), then click the plus button (2).

- Enter the User ID of the person you want to be authorized to enter on your behalf (3), leave the auth level at Edit & Submit, and then click Save (4).

- If you want to authorize multiple people, click the plus button to add additional user ids and click save when done.