## **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 (<u>https://myslice.ps.syr.edu</u>) and click on the Travel & Expense Center tile:



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

< Emp	oloyee Home	Expenses WorkCenter					
Expens Main	Reports/Queries	Authorize Users					
<b>%</b> Links	C 1	Matthew O'Keefe					
P	Expense Report Create/Modify Entering new User/Ds on this page will give those users the ability to enter expense transactions on behalf of the employee.						
æ	Expense Report View	Authorize Users					
₽	Expense Report Print	*Authorized User ID		Name	*Authorization Level	2	
₽	Expense Report Delete	DKEEFE	Q	O'Keefe,Matthew	Edit & Submit 🗸	+ -	J
æ	Cash Advance Create/Modify		۹	3	Edit & Submit 🗸	+ -	
₽	Cash Advance View	Save 4		_			
æ	Cash Advance Print						
P	Cash Advance Delete						
P	Review Expense History						
<b>"</b> P	Review Payments						
æ	Alternate Approver Setup						
æ	Authorize Delegates						
₽	Review User Profile						

- 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.