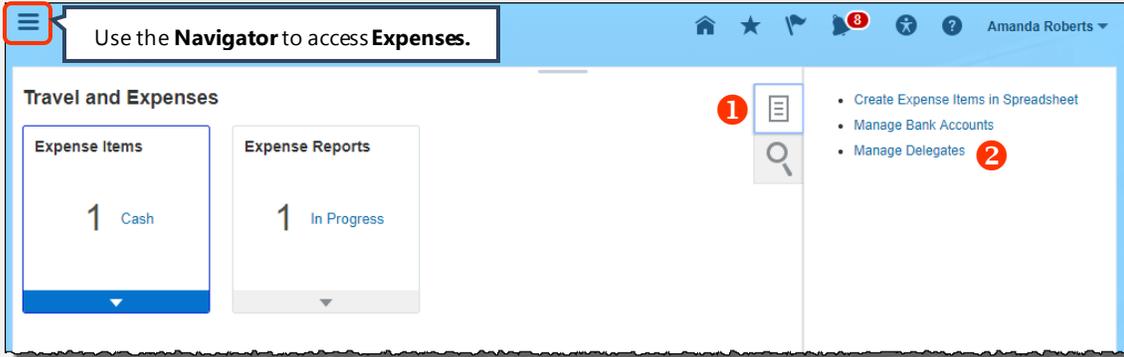


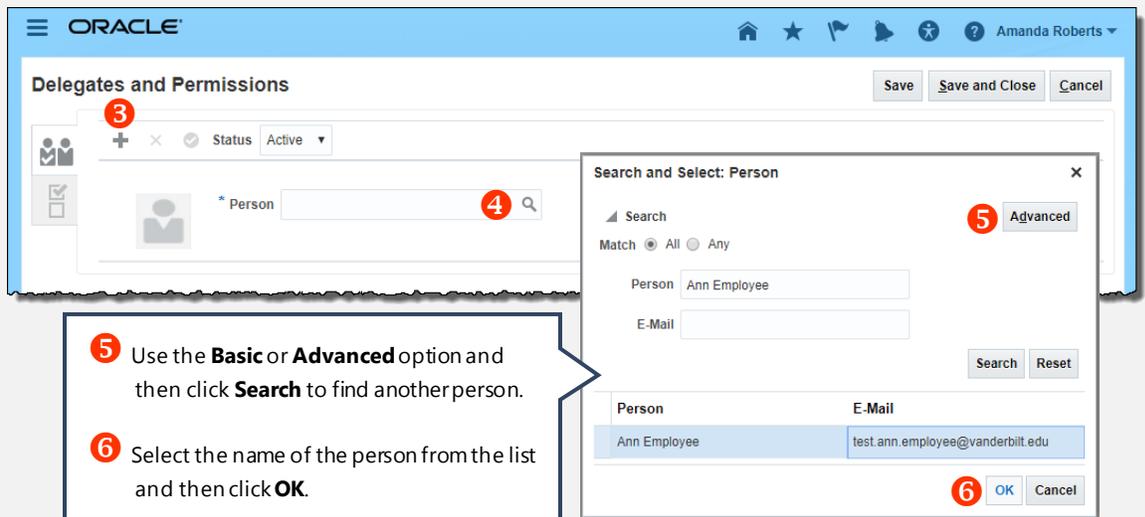
The **Oracle Cloud Expenses** module allows a user to designate a **delegate** to enter and manage expense reports on his or her behalf using the following steps:



- 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 then click **Search** to find another person.
- 6 Select the name of the person from the list and then 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 needed 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.

