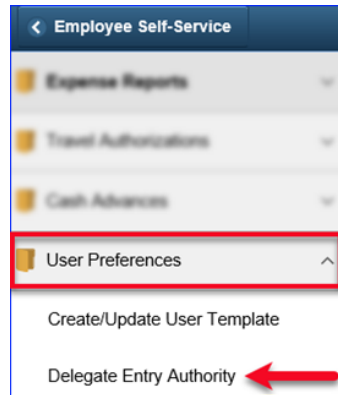
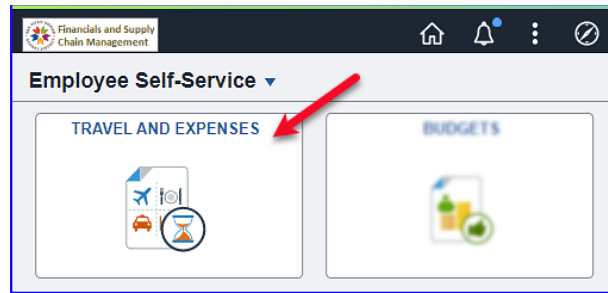


# Authorize Others to Submit Travel/Expense Forms on Your Behalf

All employees can create travel and expense forms for themselves. When needed, employees can designate others to submit travel forms for them. This job aid displays steps to set up another SDUSD employee as your “proxy” to view, edit, or submit travel authorization and expense reports on your behalf. Proxies should be assigned **before** creating any Travel Authorizations (TA’s) or Expense Reports for someone else.

**Important!** Employees should regularly audit proxy access and remove anyone who no longer needs access.

1. Log into PeopleSoft FIN , [found here](#), with your six-digit Employee ID and password.
2. On **Homepage** Select **Travel & Expenses**.
3. Select **User Preferences**.
4. Click **Delegate Entry Authority**.



5. By default, your information will appear as the first authorized user. Click the **(+) plus** button .
6. In the new row, enter the Employee ID of the proxy in **Authorized User ID**. If unknown, click the search icon.
7. Proxies must be setup with an Authorization Level of Edit, Edit & Submit, or View. Select **Authorization Level**. **Note:** For full proxy access, select “Edit and Submit” from dropdown.
8. Click **Save**.

**Authorize Users**

Kris Doe

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		
198858	Atticus Apple (you)	Edit & Submit	+	-

The '+' button in the new row is highlighted with a red box and a red arrow.

**Authorize Users**

*Authorized User ID	Name	*Authorization Level		
198858	Atticus Apple	Edit & Submit	+	-
217152	Kris Doe (proxy)	Edit & Submit	+	-

The 'Save' button is highlighted with a red box and a red arrow.

**Important!** Modify or remove authorization when you or the assigned proxy change locations or department.