# 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.**
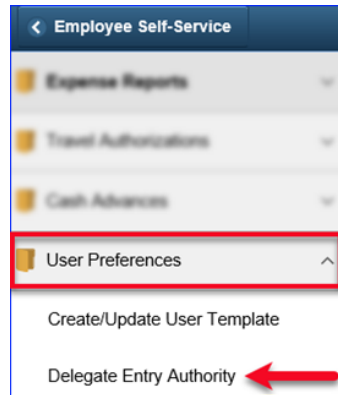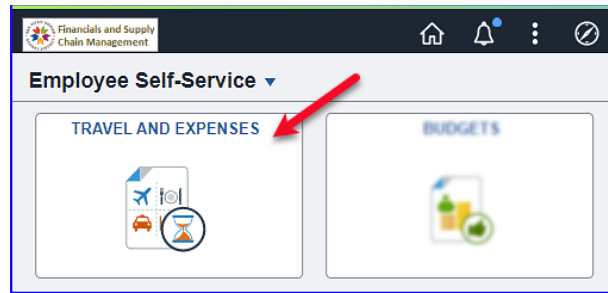
5. By default, your information will appear as the first authorized user. Click the **(+) plus** button .

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**.

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

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