**UGA: Ecology**

**to request a delegate**

**for EMPLOYEE Travel Authorizations, Travel Reimbursements and Non-Travel Reimbursements**

**(set up required once unless Ecology delegates are updated)**

Only you can request someone to serve as a delegate on your behalf.

* Within [UGA Financial Management](https://onesource.uga.edu/), click the TE Profile & Delegation tile.

 

* On the Authorize Users page, click the + sign to add a new row.
* In this new row, within the Authorized User ID field, enter the MyID of the employee(s) to which you wish to delegate authority.
	+ Please assign the following as delegates. The front office provides back up for each other.
		- Joanne Greenway (MyID: greenway)
		- Elizabeth ‘Leslie’ Sitz (MyID: lsitz)
		- Amberly Tankersley (MyID: ak34528)
		- Laura Leachman (MyID: ll54883)
		- Jennifer Mathews (MyID: jtm)
		- Mica Turner (MyID: mturner)
* Under Expense Document Type, select **Travel Authorization**.
* Under Authorization Level, select Edit & Submit.
* Click the + sign to add a new row again.
* In this new row, within the Authorized User ID field, enter the MyID of the employee(s) to which you wish to delegate authority.
	+ Please assign the following as delegates. The front office provides back up for each other.
		- Joanne Greenway (MyID: greenway)
		- Elizabeth ‘Leslie’ Sitz (MyID: lsitz)
		- Amberly Tankersley (MyID: ak34528)
		- Laura Leachman (MyID: ll54883)
		- Jennifer Mathews (MyID: jtm)
		- Mica Turner (MyID: mturner)
* Under Expense Document Type, select **Expense Report**.
* Under Authorization Level, select Edit.
* Click the Save button to save your delegate selections.