

Delegation Instructions

1. Go to onesource.uga.edu, click the dropdown for "UGA Financial Management System," and log in. You should use your usual UGA login information.
Note: You may need to be on-campus or using the VPN to access UGA Financials. The EITS helpdesk can help you set up the VPN, and they are usually very prompt: helpdesk@uga.edu.
2. Within UGA Financial Management, click the **TE Profile & Delegation** tile. This will take you to a page titled "Authorized Users".
3. On the right-hand side of the screen, click the + sign to add a new row
 - a. In this new row, within the Authorized User ID field, enter "alc51868"
 - a. Under Expense Document Type, select **Travel Authorization**
 - b. Under Authorization Level, select Edit & Submit
4. Click the + sign to add a new row again
 - a. In this new row, within the Authorized User ID field, enter "alc51868"
 - b. Under Expense Document Type, select **Expense Report**
 - c. Under Authorization Level, select Edit
5. Click the Save button to save your delegate selections.
6. Repeat steps 3, 4, and 5 for the remaining BSC team members. using the following MyIDs in the Authorized User ID field:
 - a. Alison Jibilian, User ID: "jibilian"
 - b. Beverly Martin, User ID: "bemartin"
 - c. Bobbi Snodgrass, User ID: "bsnod"
 - d. Christie Haynes, User ID: "haynesc"
 - e. Kristin Mcnair, User ID: "kristinf"
 - f. Mary Carson Prevatt, User ID: "mcp20225"
 - g. Michelle Brawner, User ID: "mms32952"
 - h. Rosalina Mirandilla, User ID: "rdmirand"
 - i. Tanya Boyd, User ID: "tlboyd"
7. Please note:
 - a. There is a screenshot on the following page to illustrate what your delegations should look like.
 - b. Delegates can create, modify, and submit travel authorizations for you. Delegates can also create and modify expense reports for you; however, **only you can submit expense reports**. Your submission of the expense report serves as your signature that the expenses reported are correct as submitted.
 - c. When your expense report has been prepared, the BSC team will send you instructions for how to submit it.

Authorize Users

*Authorized User ID	Name	Expenses Document Type	*Authorization Level		
<input type="text" value="Your MyID"/> <input type="button" value="Q"/>	<i>Your name</i>	Travel Authorization ▼	Edit & Submit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="Your MyID"/> <input type="button" value="Q"/>	<i>Your name</i>	Expense Report ▼	Edit & Submit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="alc51868"/> <input type="button" value="Q"/>	Cummings,Amanda L	Travel Authorization ▼	Edit & Submit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="alc51868"/> <input type="button" value="Q"/>	Cummings,Amanda L	Expense Report ▼	Edit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="jibilian"/> <input type="button" value="Q"/>	Jibilian,Alison M	Travel Authorization ▼	Edit & Submit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="jibilian"/> <input type="button" value="Q"/>	Jibilian,Alison M	Expense Report ▼	Edit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="bemartin"/> <input type="button" value="Q"/>	Martin,Beverly J	Travel Authorization ▼	Edit & Submit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="bemartin"/> <input type="button" value="Q"/>	Martin,Beverly J	Expense Report ▼	Edit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="bsnod"/> <input type="button" value="Q"/>	Snodgrass,Barbara J	Travel Authorization ▼	Edit & Submit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="bsnod"/> <input type="button" value="Q"/>	Snodgrass,Barbara J	Expense Report ▼	Edit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="haynesc"/> <input type="button" value="Q"/>	Haynes,Christie L	Travel Authorization ▼	Edit & Submit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="haynesc"/> <input type="button" value="Q"/>	Haynes,Christie L	Expense Report ▼	Edit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="kristinf"/> <input type="button" value="Q"/>	Monair,Kristin	Travel Authorization ▼	Edit & Submit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="kristinf"/> <input type="button" value="Q"/>	Monair,Kristin	Expense Report ▼	Edit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="mcp20225"/> <input type="button" value="Q"/>	Prevatt,Mary Carson	Travel Authorization ▼	Edit & Submit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="mcp20225"/> <input type="button" value="Q"/>	Prevatt,Mary Carson	Expense Report ▼	Edit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="mms32952"/> <input type="button" value="Q"/>	Brawner,Michelle M	Travel Authorization ▼	Edit & Submit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="mms32952"/> <input type="button" value="Q"/>	Brawner,Michelle M	Expense Report ▼	Edit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="rdmirand"/> <input type="button" value="Q"/>	Mirandilla,Rosalina	Travel Authorization ▼	Edit & Submit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="rdmirand"/> <input type="button" value="Q"/>	Mirandilla,Rosalina	Expense Report ▼	Edit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="tboyd"/> <input type="button" value="Q"/>	Boyd,Tanya L	Travel Authorization ▼	Edit & Submit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="tboyd"/> <input type="button" value="Q"/>	Boyd,Tanya L	Expense Report ▼	Edit ▼	<input type="button" value="+"/>	<input type="button" value="-"/>