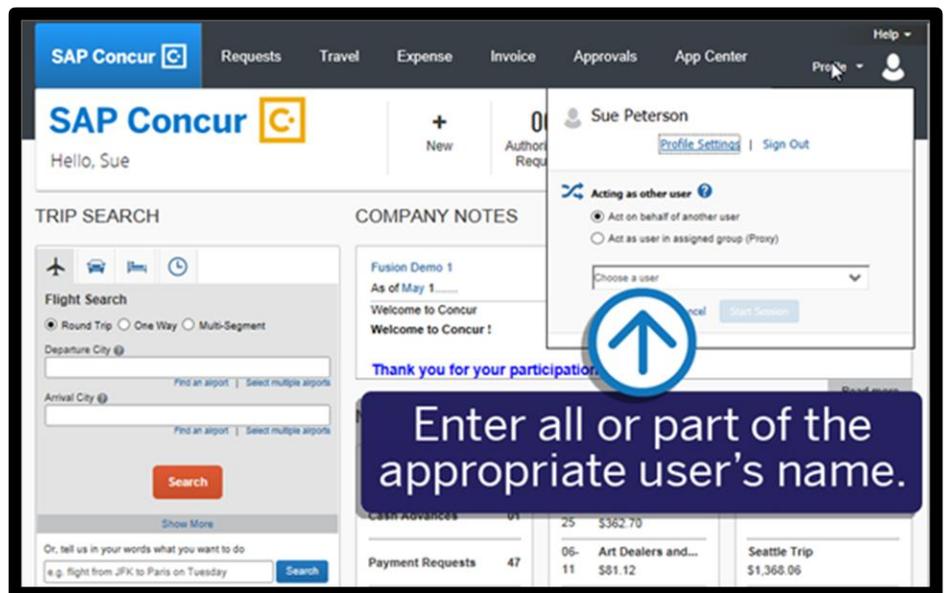


# Acting as a Delegate

A delegate is a user who is granted permission to act on behalf of another user to perform tasks such as creating, submitting, and approving expense reports on their behalf.

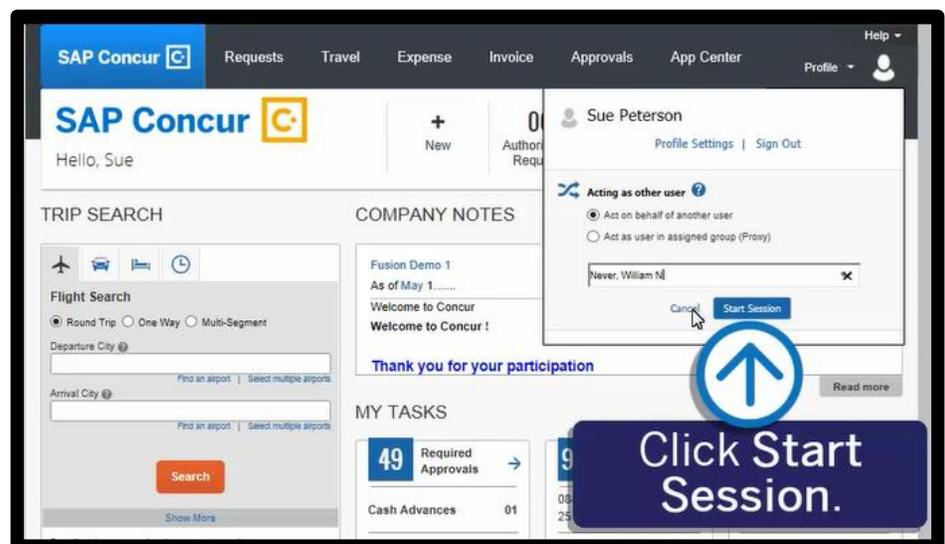
Note that you can only act as a delegate for someone if you have the same level or higher permissions, and they must assign you as a delegate.

1. To act as a delegate for another user, click **Profile**, and then verify that the **Act on behalf of another user** option is selected.
2. Enter all or part of the appropriate user's name.



3. Select the appropriate user from the list, and then click **Start Session**.

You are now acting as a delegate for this user, and they will have determined your rights and privileges as their delegate.



4. To return working for yourself, click **Acting as <user name>**, and then click **Done acting for others**.

You will now be working for yourself.

