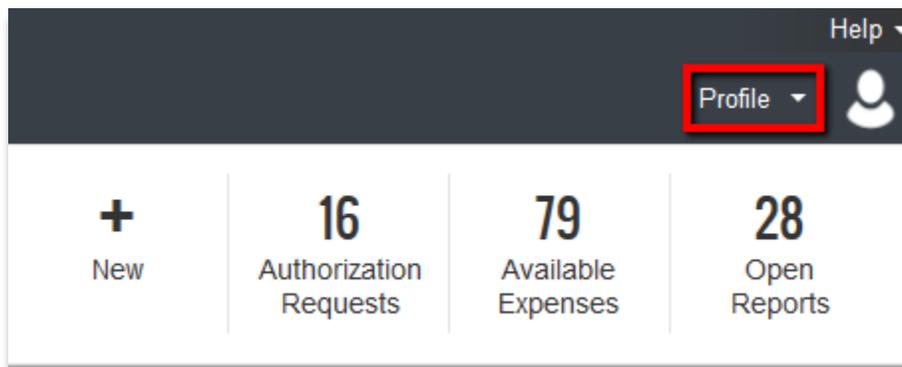


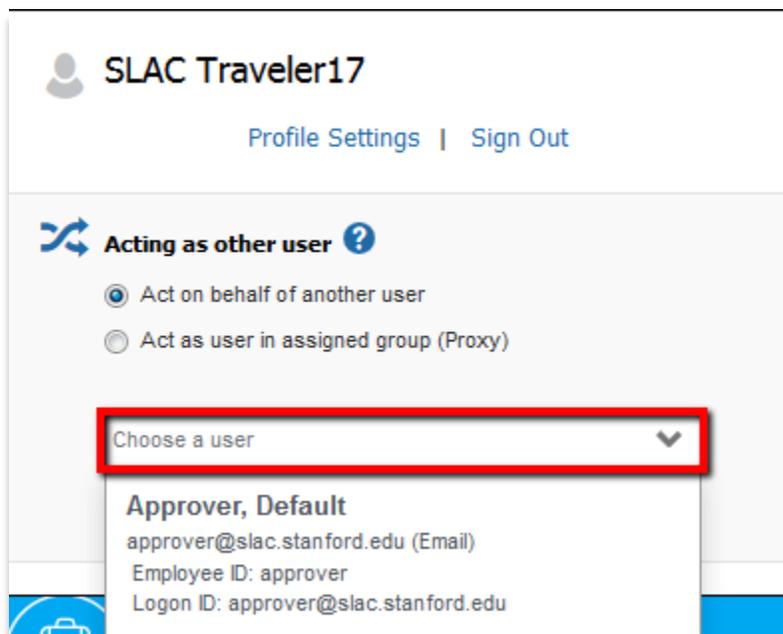
Acting as a Delegate

Objective: Go over how to act as a delegate, as well as what actions you can perform as a delegate.

1. Get assigned as a delegate by a traveler or approver. See our quick guides on [Setting up Delegates](#) and [How to Delegate an Approver](#) for more details.
2. Once assigned as a delegate, you will have the option to act on behalf of another user. To access this ability, **Click on Profile**.



3. In the dropdown, you will see a grey *Acting as other user* section. Go to the *Choose a user* dropdown, and **Select** the user you wish to act as.



- Once you have selected the person you wish to act as, you should see a green box where your profile was that says *Acting as [Lastname, Firstname]*. This means you are currently acting as another user.



- While acting as a traveler, it is as if you have logged into their account. You will have access to create and complete travel requests, as well as create expense reports on their behalf. However, you will not be able to submit expense reports for a traveler; they will have to follow the directions for [Submitting a Prepared Expense Report](#).
 - When acting as an approver, you will have access to approve all pending request and report approvals. You also have ability to leave comments, forward the report to another approver, and send the report back to the traveler.
- Once finished with acting as another user, you can return to your own account by **Clicking** *Acting as [Lastname, Firstname]* and then **Clicking** *Done acting for others*. If you wish to act as a different user, simply **select** the new user from the *Choose a user* dropdown and **Click** *Start Session*.

