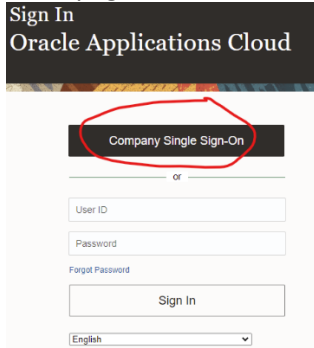


Delegating Access to Someone to Enter Expense Reimbursement Claims

- 1) [UWindsite Finance | Finance Department \(uwindsor.ca\)](http://uwindsor.ca)

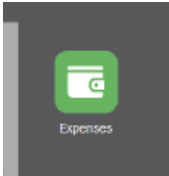
Log in using 'Company Single Sign-On' then you should automatically be sent to your finance home page.



- 2) Click on the 'UWindsite Finance' button, then click on the button that looks like a house in the upper right-hand corner of the page.

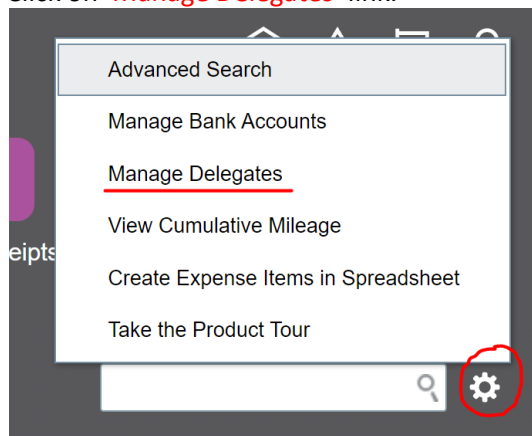


- 3) Click on the green wallet icon (circled in red below), which should open up a 'Travel and Expenses' page.



- 4) On the Travel and Expenses page, to the far right, is an icon that looks like a 'gear' (Go To Task) – click on the gear and it will bring up a list of tasks to choose from.

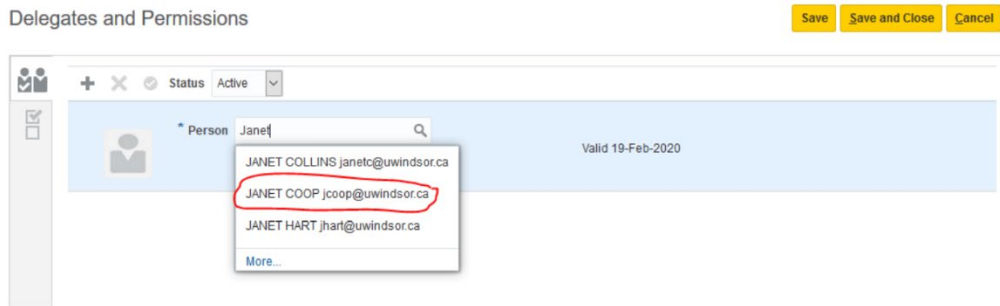
- Click on 'Manage Delegates' link.



- The Delegates and Permissions page opens. To add a delegate, select the plus symbol (+).



- In the Person field, type in the delegate's first and last names in CAPITAL LETTERS...in this example we use JANET (from the Dean's office) - a list should pop up of all 'Janets'.



- From the search list, select the individual and then click OK.
- Click Save and Close. The delegation is now active.

Link to the University Finance Handbook – page 14 has step by step instructions similar to the steps noted above [uwinsite-finance-handbook-february2018.pdf \(uwindsor.ca\)](#)