

If you will use a delegate to complete Travel Authorizations and/or Expense Reports, please complete the following steps:

- Connect to Cisco AnyConnect (VPN) if off campus, using your computer or mobile device
- Access the UGA Financial Management System at financials.onesource.uga.edu
- When prompted, sign in using your MyID, password, and ArchPass Duo.

To request a delegate:

- Within UGA Financial Management, click the TE Profile & Delegation tile
- On the Authorize Users page, click the + sign to add a new row
- Repeat all the next steps for yourself first (if not already completed) and then for your delegate
- In this new row, within the Authorized User ID field, enter the MyID of the employee to which you wish to delegate authority
- 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 to you wish to delegate authority
- Under Expense Document Type, select Expense Report
- Under Authorization Level, select Edit
- Click the Save button to save your delegate selections.



*Delegates can create, modify, and submit travel authorizations for you. They can also create and modify expense reports for you; however, **only the traveler can submit expense reports.** Your submission of the expense report serves as your signature that the expenses reported are correct as submitted.

For YOU to submit an Expense Report:

- Within UGA Financial Management, click the Expenses tile.
- Click on the My Expense Report tile.
- In the side menu, click the link to Not Submitted.
- Click on the Expense Report you want to submit.
- Click the Review and Submit button.
- Click the Submit button.

