**Delegation Instructions for Travel Reimbursement**

* If you (or your staff/graduate students) would like help with travel (or other) reimbursements, you will need to add members of the Business Services Center (BSC) staff as ‘delegates’ in your OneSource profile. This allows them to add/modify requests on your behalf. The process is outlined in the attached Word document. Unfortunately, this is a necessary step that nobody else can do on your behalf. Fortunately, it should be a one-time thing. **Note:** The reason for the multiple delegate names is that the BSC works as a team and different people might handle your requests at different times.
* Once you have added the delegates as instructed, you can also have them create your Travel Authorization if you’d rather not do that yourself – just fill out and submit the attached, simplified Travel Authorization form.
* Then, following travel (but **within 45 days max**), you can submit via email to [fcbsc5@uga.edu](mailto:fcbsc5@uga.edu) all documentation/receipts showing payments in full along with confirmation that the chart string to be used has not changed from what’s on the TA.
* From there, the BSC will create the expense report and fill out all of the info, link the TA, and let you know that you can go into the system and approve it. Note that delegates **cannot** click the final button on your behalf.

**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 .*

1. Within UGA Financial Management, click the **TE Profile & Delegation** tile. This will take you to a page titled “Authorized Users”.
2. On the right-hand side of the screen, click the + sign to add a new row
   1. In this new row, within the Authorized User ID field, enter “alc51868”
   2. Under Expense Document Type, select **Travel Authorization**
   3. Under Authorization Level, select Edit & Submit
3. Click the + sign to add a new row again
   1. In this new row, within the Authorized User ID field, enter “alc51868”
   2. Under Expense Document Type, select **Expense Report**
   3. Under Authorization Level, select Edit
4. Click the Save button to save your delegate selections.
5. Repeat steps 3, 4, and 5 for the remaining BSC team members. using the following MyIDs in the Authorized User ID field:
   1. Alison Jibilian, User ID: “jibilian”
   2. Beverly Martin, User ID: “bemartin”
   3. Bobbi Snodgrass, User ID: “bsnod”
   4. Christie Haynes, User ID: “haynesc”
   5. Kristin Mcnair, User ID: “kristinf”
   6. Mary Carson Prevatt, User ID: “mcp20225”
   7. Michelle Brawner, User ID: “mms32952”
   8. Rosalina Mirandilla, User ID: “rdmirand”
   9. Tanya Boyd, User ID: “tlboyd”
6. Please note:
   1. There is a screenshot on the following page to illustrate what your delegations should look like.
   2. 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.
   3. When your expense report has been prepared, the BSC team will send you instructions for how to submit it.