Adding Expense Delegates so LL Staff can prepare your Aggie Expense Reports

1. Navigate to https://aggieexpense.ucdavis.edu .
2. Click Profile, then Profile Settings.

3. Click Expense Delegates, then Add. Search for the LL Business Office Staff by name or email (kradamski@ucdavis.edu, mecarrillo@ucdavis.edu, iamfox@ucdavis.edu). Add them and click the appropriate check boxes for each. Click Save.