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

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

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AGGIE EXPENSE	← C New Req Appr	Mandy Bachman		
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COVID-19 implications may exist for your trip. Stay informed by visiting our COVID-19 Information Hub. Click here.	AB1887 - Restricted Travel Law Updates Wyoming has been added effective 7/14/23. Missouri will be added 8/	Q. ~		
CONTACT THE DESIGNATED GOVERNMENT AGENCY IN YOUR COUNTRY OF CITIZENSHIP FOR PASSPORT/VISA REQUIREMENTS. TRAVEL INTO US MAY DEOLIDE ESTA	MY TASKS	Switch		

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

Profile       Personal Information       System Settings       Concur Mobile Registration         Request Settings       Request Information       Expense Delegates         Request Delegates       Request Preferences       Request Preferences         Request Approvers       Expense Settings       Expense Settings         Expense Delegates       Sive Delete       Delegate for         Delegates       Delegate or performation       Sive Delete         Expense Settings       Expense Settings       Search by employee name, email address, employee id or login d         Expense Delegates       Can cel       Search by employee name, email address, employee id or login d         Expense Delegates       Mame       Can View       Can Use       Receives       Can Approve Temporary       Can Preview For       Receives Approval         Expense Approvers       Name       Can View       Can Use       Receives       Can Approve Temporary       Can Preview For       Receives Approval		kequests	Travel Expe	ense A	Approvals	App Center					Profile 🝷 🌙
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