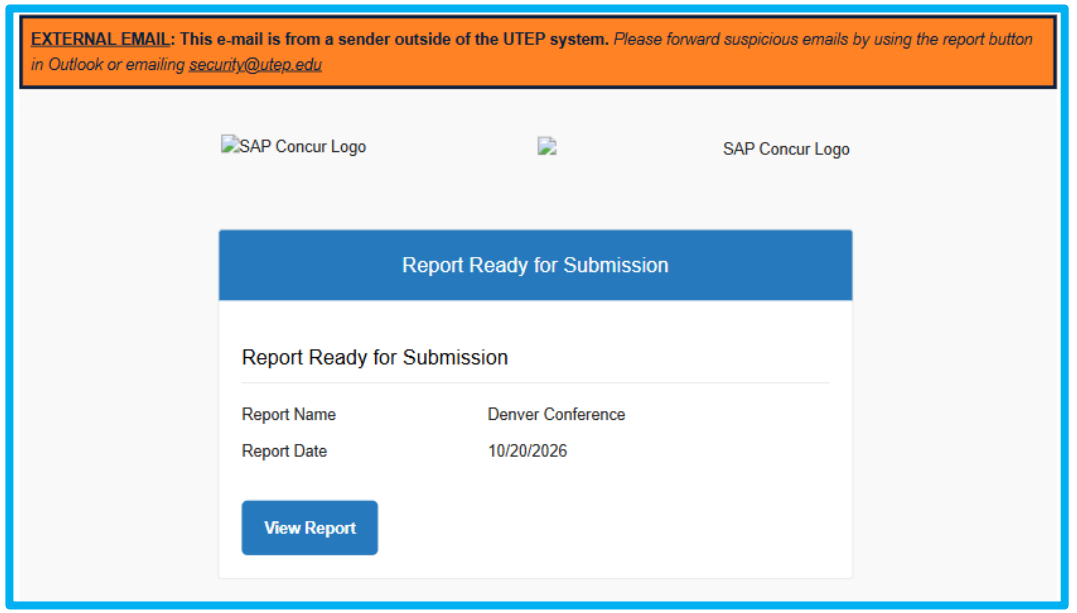
When Your Delegate Prepares Your Expense Report

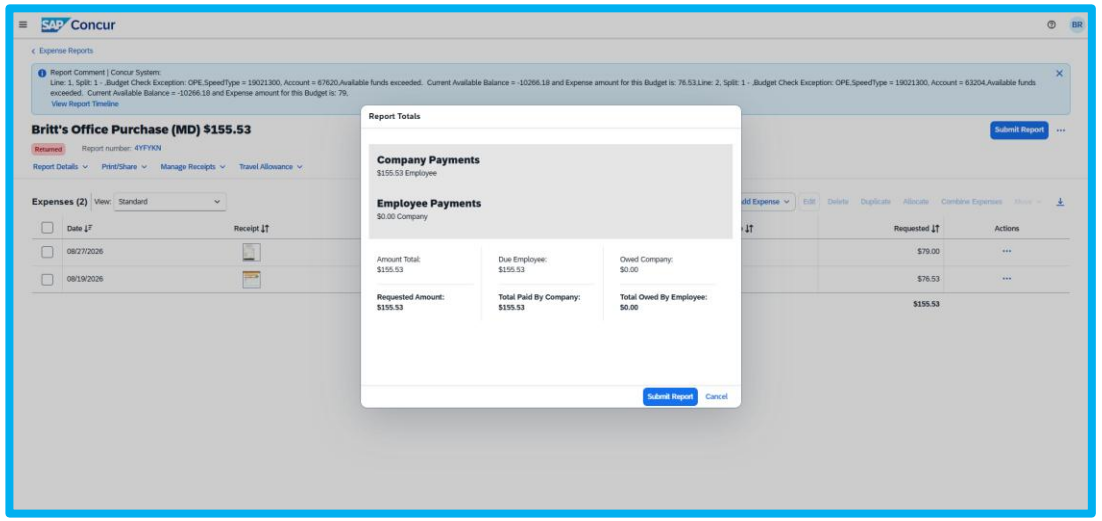
1. **You'll Receive a Notification**
   Once your delegate has finished preparing your Expense Report, you'll receive an **email notification** letting you know it's ready for review.

2. **Review the Expense Report**
   Select the link in the email to open the report. **Review all expenses and information carefully** to make sure everything is accurate and complete.

1



2



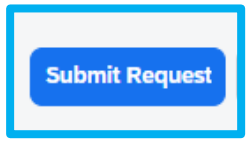
When Your Delegate Prepares Your Expense Report

3. **Submit the Report**
   Once everything looks correct, select **Submit Report**.

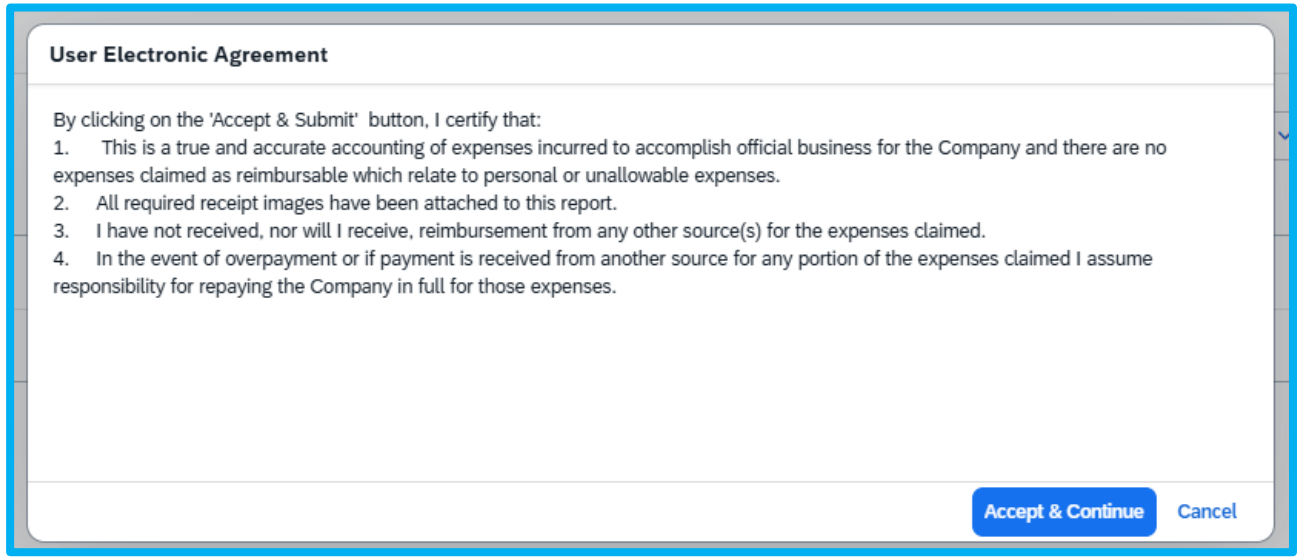
4. **Review the User Electronic Agreement**
   The **User Electronic Agreement** will appear. Review the agreement and select **Accept & Continue**.

5. **Report Submitted**
   Your Expense Report is now submitted and will **move through the approval process**.

3



4



5

