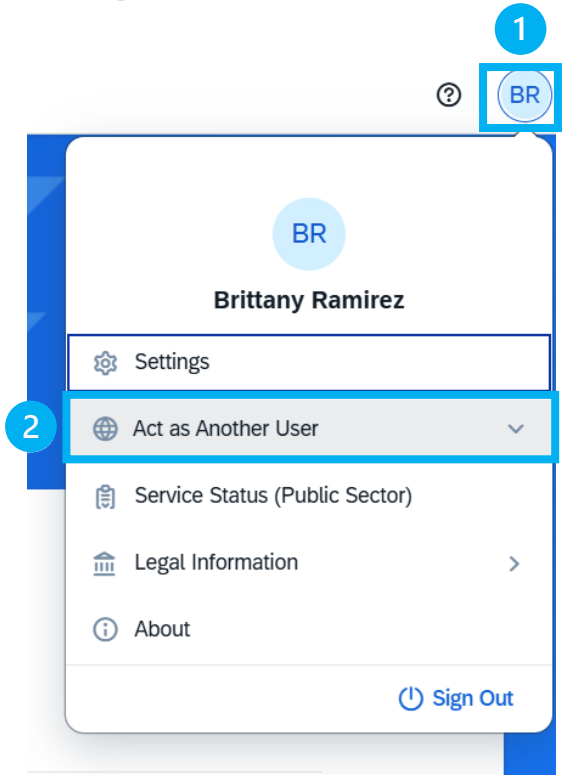
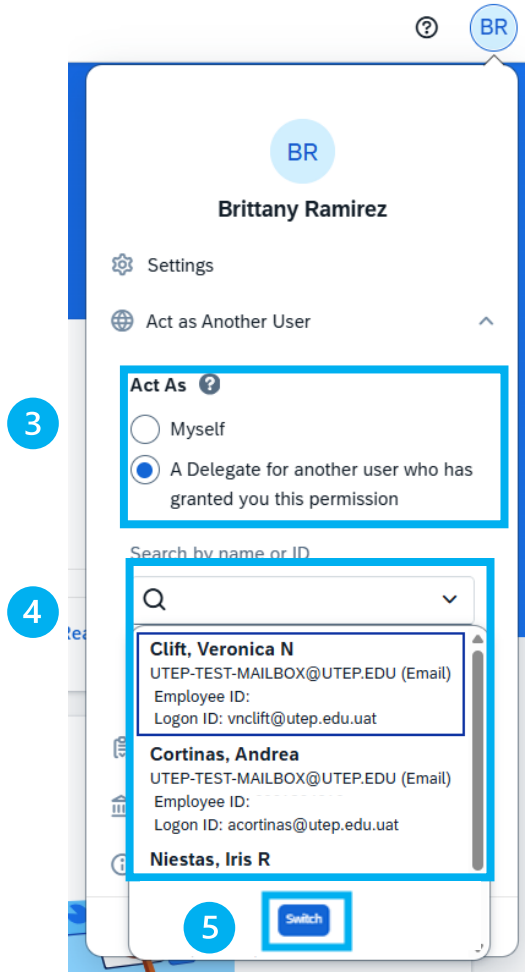
Working as a Delegate

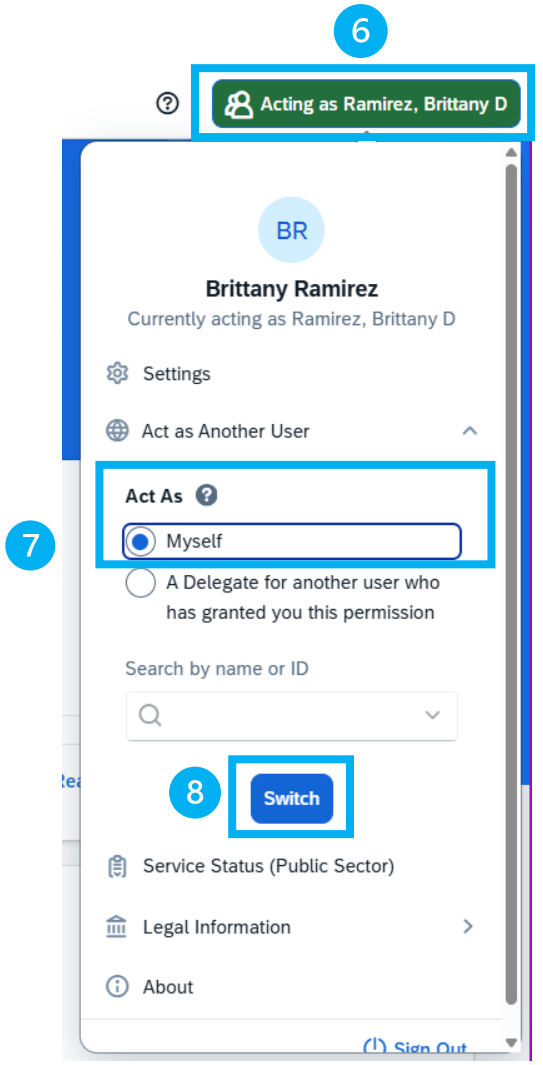
How to initiate a travel authorization:

As a delegate, switch to the profile of the person you are creating the Travel Request for

1. Click on your **profile icon**
2. Select **Act as Another User**
3. Under **Act As** Select **A delegate for another user who has granted you this permission**
4. Select your Traveler
5. Click **Switch**
6. To return to your own profile **click Acting as [Traveler Name]**
7. Choose **Myself** under Act As
8. Click **Switch**







Next Up: Creating a Travel Request - Learn how to create and submit a Travel Request from start to finish for your team