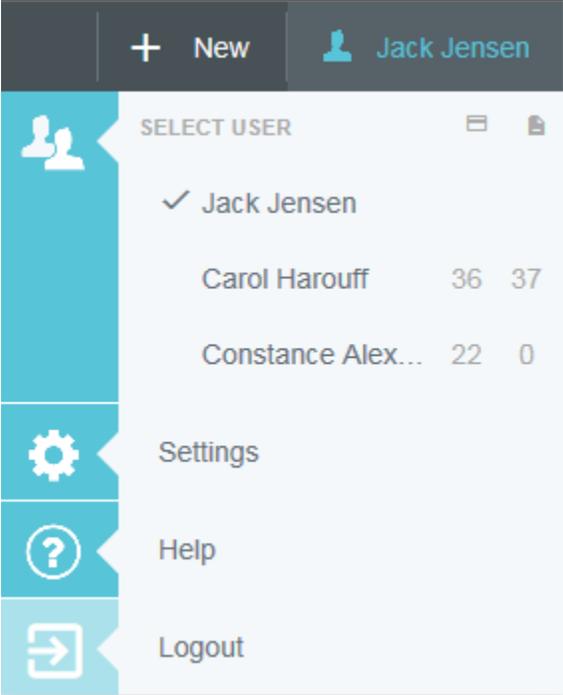


Work as Another User's Delegate

When other users have authorized you to work as their delegate, you will see their names under your name when you tap it in the upper right hand corner.



To the right of each user's name you will see the total number of their unused expense transactions and the total number of their unsubmitted reports. You will not see these totals next to your own user name.

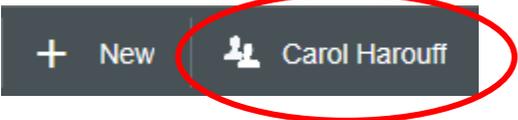


Unused expense transactions, including credit cards, email memos, cash advances, and travel data



Unsubmitted reports, including draft and returned reports

Tap on the desired user name to work as a delegate for that person. You will now see his or her name in the upper right corner of the app, with a double user icon to indicate that you are working as a delegate.



To switch back to your own account, simply tap the icon again and then select yourself from the list.

