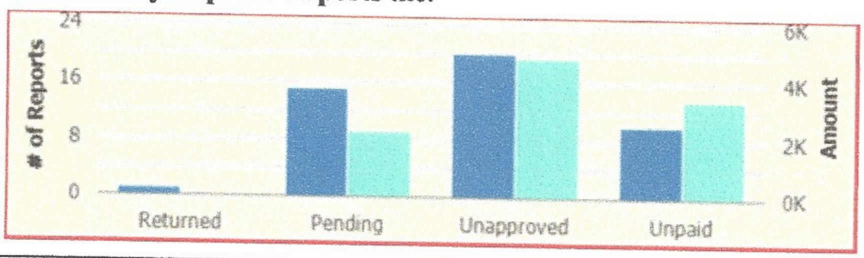
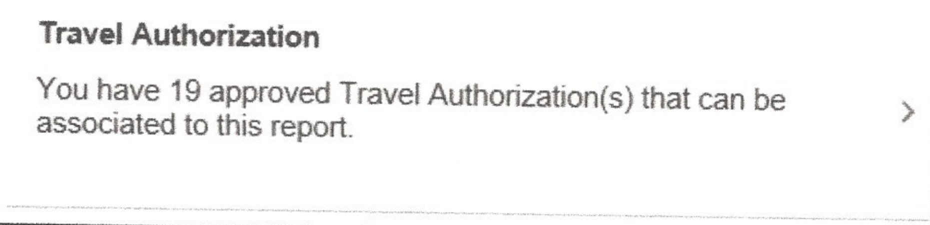
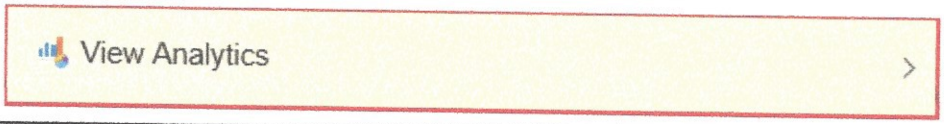
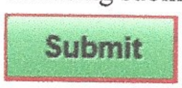
Submitting an Expense Report Prepared by a Delegate

Step	Action
1.	In the Employee Self Service page, click the **Expenses** tile. 
2.	Click the **My Expense Reports** tile. 
3.	**Note**: Clicking on the **Not Submitted** menu will be the course of action for travelers that have delegated creation and modification functionality. However, for those travelers who have not, they will likely create their expense report and submit it as the last step in the process. To submit a previously created expense report, click the first report titled **Research Collaboration.**
4.	The Expense Report page is displayed. Click the **Update Details** button. **Update Details**
5.	The **Expense Report** page is displayed. You can review each Expense lines by clicking on the menu items. Once you have reviewed the expense types, click the **Review and Submit** button. **Review and Submit**

Step	Action
6.	The **Expense Summary** page summarizes the number of expenses and the amount due to the employee. **Note:** Under Additional Information, you can see if there are other travel authorizations associated with this expense report. Click the **Travel Authorization** button. 
7.	**Note**: You can view and associate Travel Authorizations to this Expense Report. Click the **Close** button. 
8.	Click the **View Analytics** button. 
9.	The **View Analytics** page allows users to see data by Date/Type, by Department, and by Project/Activity. Once you have reviewed the data, click the **Close** button.
10.	Once you are done reviewing Additional Information on the **Expense Report,** click the **Submit** button. **Note**: The Submit button will not work for a delegated user. The employee whose expenses are being submitted must login and submit the report. 
11.	The selected Expense Report has been submitted for approval. Click **[Enter]** to continue.
12.	You have completed the steps to submit an expense report prepared by a delegate. **End of Procedure.**