How to Add a Delegate in Chrome River

Delegate Types:

- **Delegate:** Create expense reports for another user and access their Settings menu, Home Screen and Inquiry Reports. Delegates will receive copies of email notifications regarding approvals, returned reports or adjustment of reports created for another user. Will not be able to approve expense reports on behalf of the expense owner.

- **Approval Delegate:** Temporarily approve expenses for another user for a selected period of time. For example, when the card owner is on vacation, an Approval Delegate would be selected for that timeframe. Approval Delegates will not be able to access the user’s Approval screen.

Adding a Delegate:

To add a user who is allowed to work as your delegate, select your Name in the upper right corner, then click Settings.

![Delegate Settings Screenshot]
Select **Delegate Settings** and then click either **Add New Delegates** or **Add Approval Delegate**.

**My Delegates**

A "Delegate" is someone who has full access to your account.

- **Add New Delegates**

**My Approval Delegate**

An "Approval Delegate" helps you with approvals during a specified time.

- **Add Approval Delegate**

Begin entering the user’s name, R number or email address of the person you wish to add as your Delegate. As you type, the search results will narrow. Once the appropriate Delegate is selected, they will be able to create expenses on your behalf.

**My Delegates**

- **Teresa Ruiz Hurtado**
  - Lead Analyst / R11506861 / teresa.ruiz-hurtado@ttuhsc.edu
  - An "Approval Delegate" helps you with approvals during a specified time.
**Adding an Approval Delegate:**

To add an Approval Delegate, click on “Add Approval Delegate”. Select your Delegate and enter a **Start** and **End Date**. Click on **Save**.

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**Deleting a Delegate:**

To remove a delegate, return to **Settings, Delegate Settings** and select the X next to the person’s name under **My Delegates**.

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**Guadalupe Alvara**  
*Unit Associate Director / R11424118 / lupe.alvara@ttuhsc.edu*

**My Delegates**

- A "Delegate" is someone who has full access to your account.
- **Adriana Vasquez**  
  *Chief Analyst / R11432657 / adriana.vasquez@ttuhsc.edu*
- **Teresa Ruiz Hurtado**  
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For questions, contact PCard at **PcardELP@ttuhsc.edu**.