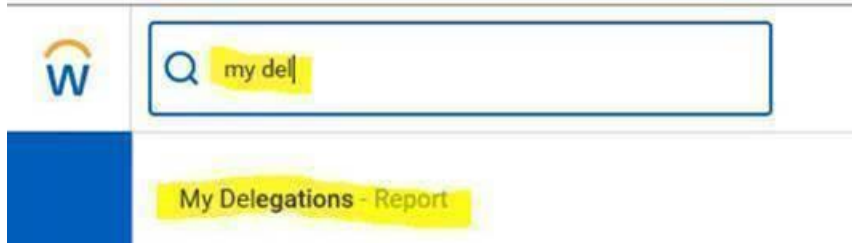


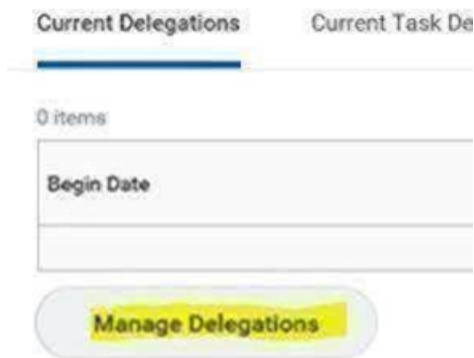
# Student Travel Workday Delegation

If you work or have worked at FAU and your position is still listed in Workday, to be considered for a Student Travel Award, you must delegate Spend Authorization and Expense Report processes to the Activity and Service, Accounting and Budget Office in Workday. To complete the delegation, please complete the steps below. Once you finish the delegation, go back and READ #8:

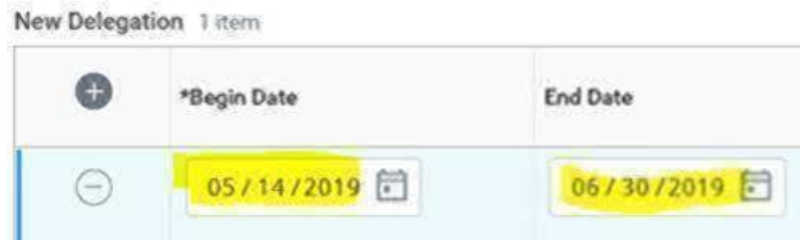
1. Login to Workday and type "My Delegations" in the search box and select it:



2. Click Manage Delegations:



3. Type today's date in Begin Date and 06/30/2021 in End Date:



4. Type my name, Brenda Nelson Henry (**For Domestic Travel**) or Marline Reid (**For International Travel**) in the delegate box:

\*Delegate

brenda nelson henry

5. In the *Start on My Behalf* box, search for and select: "Create Spend Authorization" and "Create Expense Report":

Start On My Behalf

× Create Spend Authorization

× Create Expense Report

6. Select "For all Business Processes" and check "Retain Access to Delegated Tasks in Inbox" under *Do Inbox on My Behalf*

Do Inbox Tasks On My Behalf

For all Business Processes

For Business Process

None of the above

Retain Access to Delegated Tasks in Inbox

7. Hit Submit at button left

Submit

8. The Student Travel reimbursement is not related to your employment, but the delegation has to be approved by your supervisor. Please ask your supervisor to approve right away, so that you can be reimbursed.