

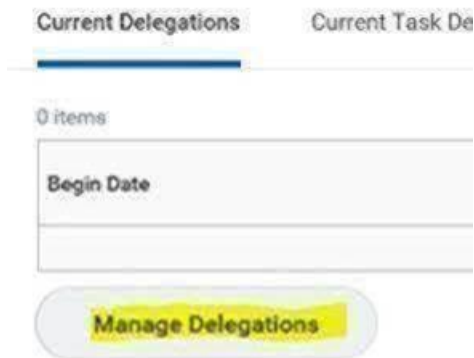
# Student Travel Workday Delegation

To complete the delegation, please complete the steps below. Once you finish the delegation, go back and READ #8 below:

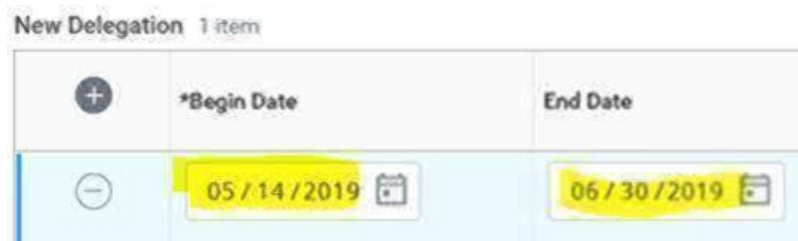
1. Login to Workday and type "My Delegations" in the search box and select it:



2. Click Manage Delegations:



3. Type today's date in Begin Date and 06/30/2020 in End Date:



4. Type my name, Brenda Nelson Henry (**For Demestic 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

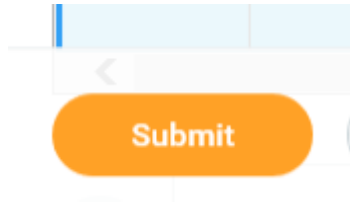
☐ For Business Process

☐ None of the above

**Retain Access to Delegated Tasks in Inbox**

☒

7. Hit Submit at button left



8. The delegations will move to your supervisor for approval in Workday. 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.