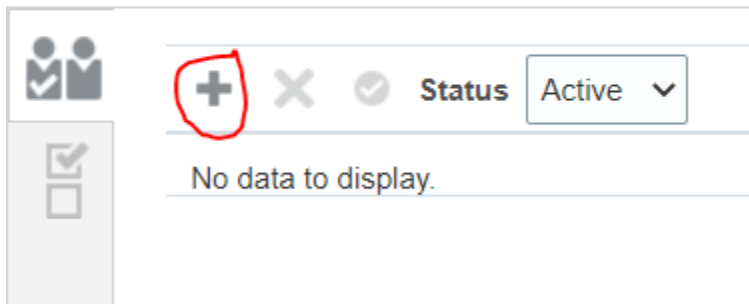


Adding an Expense Delegate in Oracle

- Click the following link: <https://www.vanderbilt.edu/skyvu/>
- Click “**Oracle Cloud login**”
- Under the “**Me**” tab, select “**Expenses**”
- In the far right-hand corner, click the little “**gear**” icon
- Then, click “**Manage Delegates**”
- Under “**Delegates and Permissions,**” click the little “**+**” button

Delegates and Permissions ?



- Then, type my name of **PROGRAM COORDINATOR**
- Finally, click “**Save and Close**” in the right-hand corner