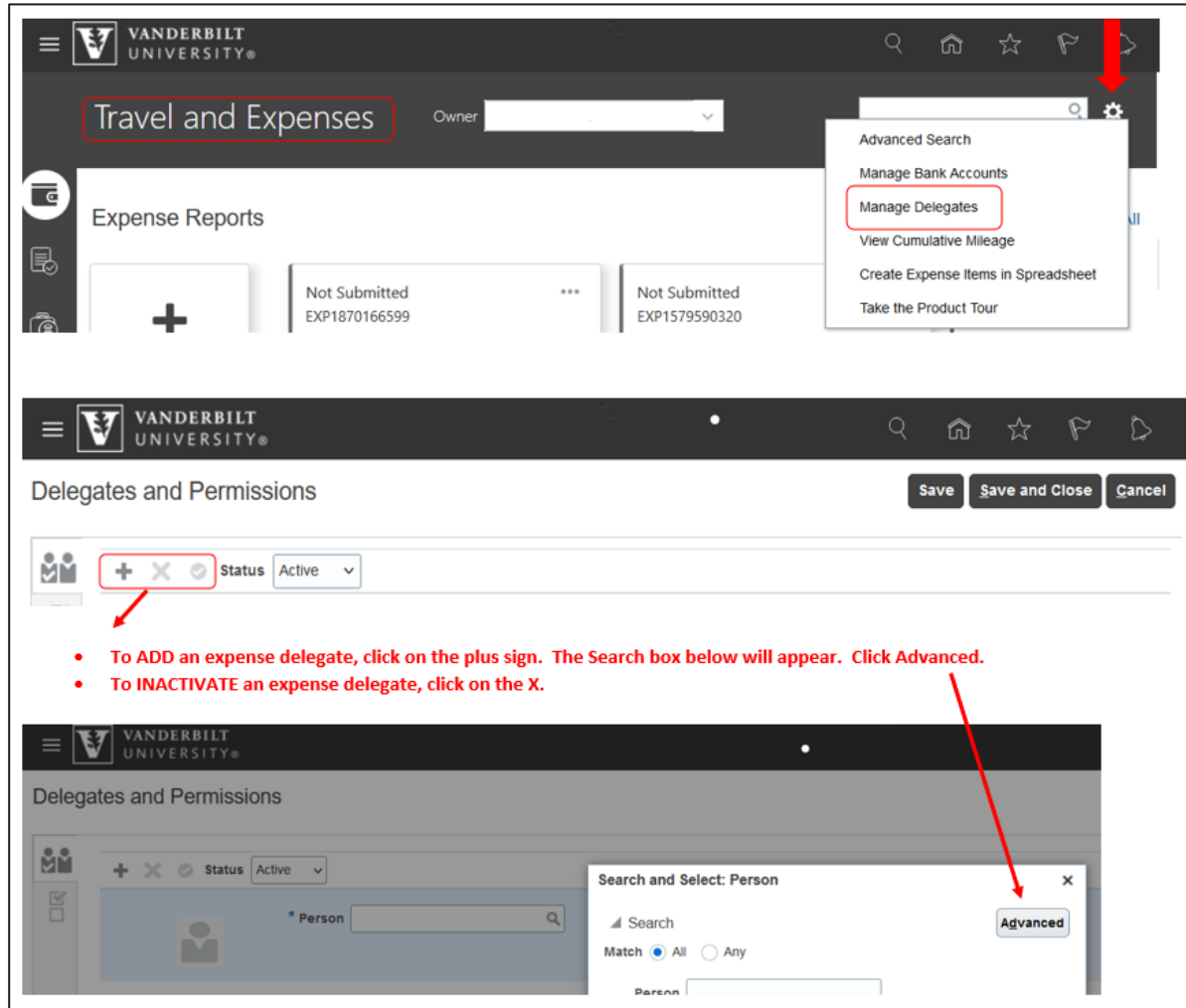


Expense Delegate Assignment in Oracle

Every Corporate One Card cardholder is required to have one or more expense delegates assigned in Oracle BEFORE we submit an application for production with the bank. Financial Unit Managers (FUM's) should maintain a current list of their cardholders AND their delegates.

Expense Delegates can create and edit expense reports but should never submit a report on behalf of someone else. Doing so will NOT result in the report going to approvers. It can complicate the process for the report owner and could result in the need for additional tech support to get the report returned and submitted by the owner.



Travel and Expenses

Owner: [Dropdown]

Expense Reports

Not Submitted EXP1870166599

Not Submitted EXP1579590320

Delegates and Permissions

Save Save and Close Cancel

Status: Active

- To ADD an expense delegate, click on the plus sign. The Search box below will appear. Click Advanced.
- To INACTIVATE an expense delegate, click on the X.

Search and Select: Person

Search

Match: ☒ All ☐ Any

Person: Contains Matt

Email: Starts with

Search Reset Add Fields Reorder

Person	Email
Matt Bucklin	matthew.bucklin@vanderbilt.edu
Matt Deathridge	matt.a.deathridge@vanderbilt.edu
Matt DiCintio	matthew.dicintio@vanderbilt.edu
Matt Gordon	matthew.gordon@vanderbilt.edu
Matt Hong	matthew.y.hong@vanderbilt.edu

Search using the Person (name) or Email field.

The search function is case sensitive.

You may need to search in more than one way to find someone.

We recommend changing the drop down to "Contains" for a more inclusive list of people.

Multiple expense delegates can be assigned.

CONFIRM the EMAIL – there are many people on campus with the same names and Oracle does not show middle initials or middle names.

If you have a blank top line – without a person entered – you cannot save or close until the line is deleted.