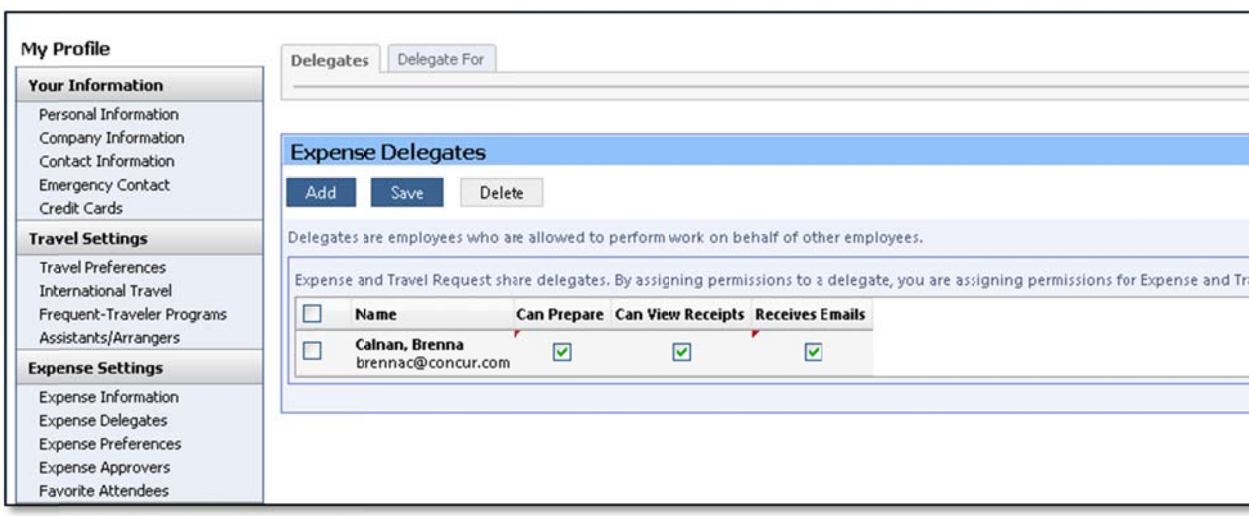
Section 6: Update Your Expense Profile

Step 1: Review Your Expense Settings

How to...	Additional Information
1. In the left-hand navigation, in the **Expense Settings** section, click **Expense Information**.	The **Expense Information** page is read-only. If the information needs to be changed, contact your site administrator.

Step 2: Add a Delegate

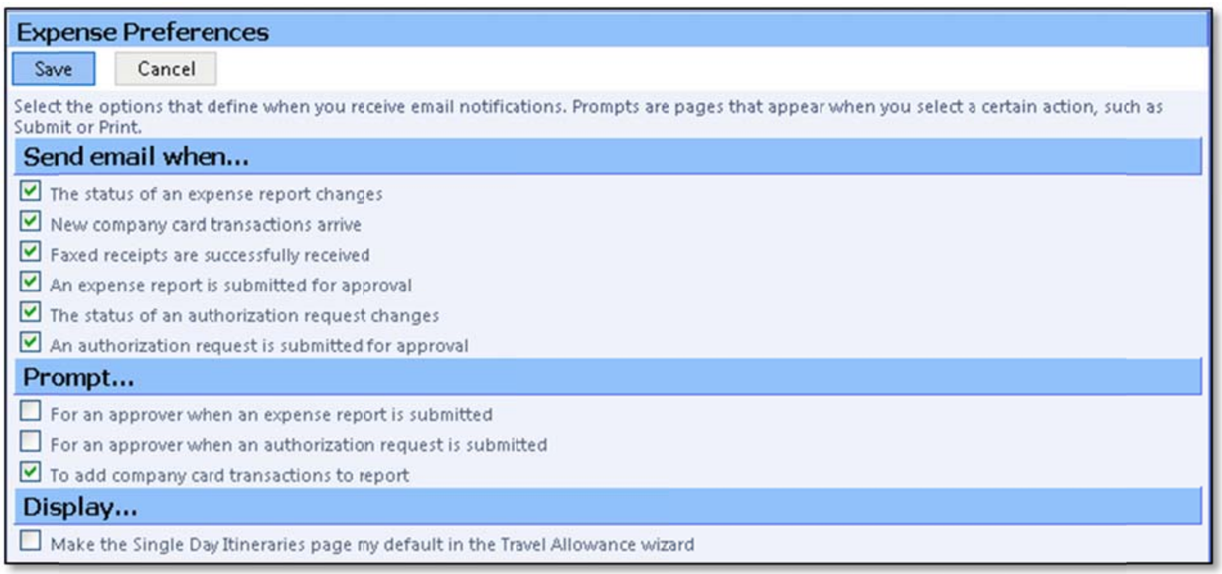
How to...	Additional Information
2. In the **Expense Settings** section, click **Expense Delegates**.	The **Expense Delegates** page appears. From this page, you will give other Expense users the ability to prepare, submit, approve, view receipts, approve reports, or receive emails on your behalf.
Click **Add Delegate**.	
In the **Search by employee name, email address or logon id** field, type the last name of the delegate you wish to add.	As you begin to type the name, Expense provides a list of users to select from.
Click the name of the delegate from the list.	
Click **Add**.	
Select the appropriate task checkboxes.	The delegate can only perform the tasks you select. A delegate will need to be an approver in order to approve reports on your behalf.
To add additional delegates, repeat steps 2-6.	
Click **Save**.	You can see if others have added you as their delegate by clicking the **Delegate For** tab.



Section 6: Update Your Expense Profile (Continued)

Step 3: Select Expense Preferences

How to...	Additional Information
3. In the **Expense Settings** section, click **Expense Preferences**.	From this page, you can specify when you will receive email notifications and prompts.
In the **Send email when** section, select the applicable checkboxes.	In this section, you determine when you will receive email notifications.
In the **Prompt** section, select the applicable checkboxes.	In this section, you determine when Expense will prompt you for further action.
In the **Display** section, select the applicable checkboxes.	You will see this option only if your company is using travel allowances.
Click **Save**.	



Step 4: Review Expense Approvers

How to...	Additional Information
4. In the **Expense Settings** section, click **Expense Approvers**.	
Review your **Expense Approvers**.	If your company allows you to select your Approver, type all or part of the approver's name in the **Search by...** fields by, select the appropriate person, and then click **Save**. If your company does not allow you to select your approver, verify that the listed approver is correct. Notify your system administrator for any needed corrections.

Section 6: Update Your Expense Profile (Continued)

Step 5: Add Favorite Attendees

How to...

5. In the **Expense Settings** section, click **Favorite Attendees**.

Click **New Attendee**.

Select the **Attendee Type** from the list.

Enter the **Last Name** of the attendee.

Enter the **First Name** of the attendee.

Enter the **Attendee Title**.

Enter the attendee's **Company**.

Click **Save**.

Additional Information

The **Favorite Attendees** page appears, which allows you to add, edit, or delete frequently-used attendees.

If you need to add more than one attendee, click **Save & Add Another**.

Your favorite attendees list is also updated based on attendees you add to your expense reports.