**How to Assign an Alternate in the Expense Module**

Alternates are individuals assigned to employee or non-employee profiles to enter expenses in the Expense Module. Alternates working on behalf of non-employees can enter and submit reports for approval; however, employees must submit their own reports. Prior to entry, alternates must be assigned.

**For non-employee profiles:** Consult with your Expense Module Administrator.

**For employee profiles:** The following actions must be taken by the employee/traveler.

1) Sign into Expense Module (See How to Sign into the Expense Module). Click on **Assign an**

**Alternate** in the Expense Module - Expenses box.



2) Click on the plus sign to add an additional row.



3) Enter the alternate’s Employee ID number in the Authorized User ID field. Click save.

***Note****: If you do not know the Employee ID, click on the magnifying glass next to the blank field. Change the “Search by” drop down to*

*“Description and enter the alternate’s last name. Click “Look Up”. Locate the alternate and click on their name. Click Save.*



***Note:*** *To remove an alternate, click the minus sign next to his/her name, click* ***OK*** *and click* ***Save****.*