Delegates are employees who are allowed to perform work on behalf of other employees. Expense and Request in the Expense Reimbursement System (ERS) share delegates. By assigning permissions to a delegate, you are assigning permission for the delegate to submit requests and expense reports on your behalf. The employee assigning the delegate can only assign the tasks that they are allowed to perform (e.g. an employee that has approval rights cannot assign that task to their delegate if the delegate is not an approver).

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_authorize the following employee(s) to act as my delegate in the Expense Reimbursement System (ERS), in order to create and submit requests and expense reports, review receipts, and to receive emails regarding the status of requests and expense reports:

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Department** | **NetID Email Address** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I may revise or revoke this delegate appointment and permissions at any time.

**Signature**

**Full Name**

*Please print*

**Position**

*Please print*

**Date**

*YYYY/MM/DD*

***Please send this form to:***

[*expenses@queensu.ca*](mailto:expenses@queensu.ca)

*or*

*Financial Services*

*355 King Street West, 3rd floor*