

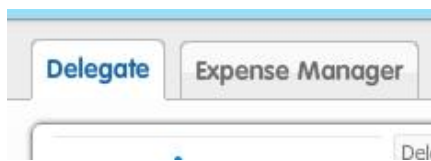
## ORU Travel & Expense Management

### Step by Step Procedures

#### Acting as a Delegate

1. Log in to **travel.oru.edu** using your normal Vision log in  
**Note: The Test site for practicing purposes is teprep.oru.edu**

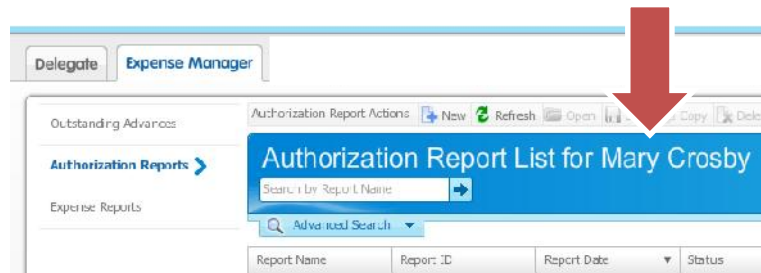
2. Click **Delegate** tab



3. Select Traveler from drop-down options



4. Click on **Expense Manager** tab. Traveler's name will appear in blue ribbon.



5. Follow instructions from Travel Authorization/Travel Reimbursement procedures to create the travel document  
**Note: When acting as a delegate, the final "Submit" button is not available. Instead, click the "Traveler Review" button. This will send an email to the traveler alerting them to complete the document.**