

## Delegation of Expense Approval Responsibilities

When going on annual leave or extended leave an Approver should consider delegating their approval responsibilities to a colleague. From the [PSSC website](#) select the “Submit/ Approve Expenses” tab, then select your Department/Organisation (or relevant Department if you are on secondment) from the list provided. This will bring you to your Coreportal page.

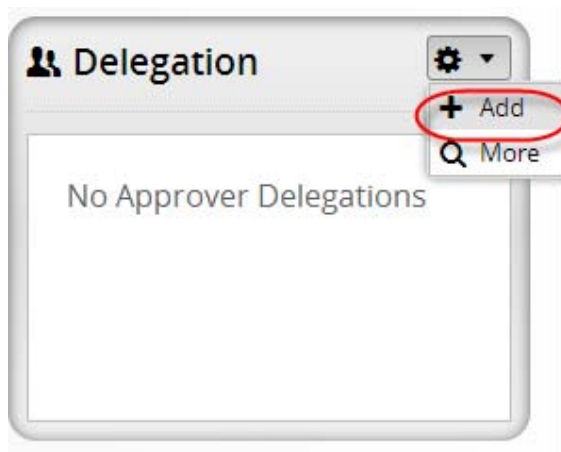
The logon/user name is your e-mail address



A login form with three elements: a text input field labeled "E-mail address", a text input field labeled "Password", and a "Sign In" button.

You then need to navigate to the Manager’s Dashboard from the “Dashboard” option at the top of your screen – here you will see the “**Delegation**” section.

The next step is to click on the widget  as highlighted below, then select **+Add**.



You must **then select who** you want to delegate your approval responsibilities to, **for what dates** and complete the **reason** for the delegation, before **authorising the individual to approve** on your behalf and clicking **create**.

Delegating approval means that for the specified period of time every **Expense Claim, Advance** or **Car Approval** that is sent to the approver for approval will be forwarded on to the selected delegated approver instead for approval.

**Add Approver Delegation** ✕

Delegate To

From Date

To Date

Reason

I authorise this individual to approve on my behalf