

## Travel and Expense Management System

### Allow Business Office Staff to be a proxy :

- Logon to <https://travelexpense.admin.uillinois.edu/>
- Click on "My Info" (upper right)
- Click on "Creator Proxy" tab
- From the application box drop-down, select "Expense Report"
- In the Proxy User ID box, enter annbyers
- Click on "Add proxy"
- In the Proxy User ID box, enter drennan
- Click on "Add proxy"
- In the Proxy User ID box, enter brockem2
- Click on "Add proxy"