Steps for authorizing others to complete travel reimbursements on your behalf:

1. Logon to Oracle, [https://myinfo.rit.edu](https://myinfo.rit.edu)
   On the Home Page, under “Navigator”, click on “RIT Reimbursement for Travel”

2. In the right-hand column, click on “My Expenses Home”

3. Along the “Expenses” Menu Tab, click on “Access Authorizations”
4. Under “Expenses Entry Delegations”, click on “Add Another Row”

5. Within the empty field, type in the email address or last name of the first individual to be added, and click on the magnifying glass icon:

Please add the following individuals:
- Sr. Staff Assistant’s name
- Michele Washburn  (mowpph@rit.edu)
- Andrew Schubart  (atsfla@rit.edu)

6. Click in the radio button of the correct individual, and click on “Select”:

7. As needed, repeat Steps 4 through 6.