Adding a delegate to sponsored travel

Go to the Sponsored Travel App at: https://radapps.duke.edu/phs_travel
From the Sponsored Travel homepage click on the Delegation Management button in the bottom right corner.
You click on the “ADD DELEGATE” button to create new delegates for yourself.
1. Start typing the name of the person you would like to add as your delegate.

2. Hit the "search" button next to the text box.

3. Click on the plus sign next to your chose delegates name to "add delegate".
This shows that your delegate was successfully added.

If you would like to add another delegate you will repeat the same process and can start from this button or restart at another time from your homepage.

If you ever want to remove a delegate click the trashcan next to their name on the “Your Delegates” list.