

Adding a delegate to sponsored travel

Go to the Sponsored Travel App at: https://radapps.duke.edu/phs_travel

My Sponsored Trips

+ ADD NEW TRIP

Destination	Purpose	Sponsor	Start	End	Int'l?	History
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From the Sponsored Travel homepage click on the Delegation Management button in the bottom right corner



Duke Delegation

Your Delegates

These people can act on your behalf within this app

You have no Delegates...

ADD DELEGATE

You click on the "ADD DELEGATE" button to create new delegates for yourself.

Find Your Delegate

angela sol

Duke ID	First Name	Last Name	Title	NetID	
+	0219212	Angela	Solomon	Assoc Dir, Research Integrity Office	jeffr019

BACK

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"

Delegate Angie Solomon was successfully created.

Duke Delegation

Your Delegates

These people can act on your behalf within this app

Angie Solomon

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