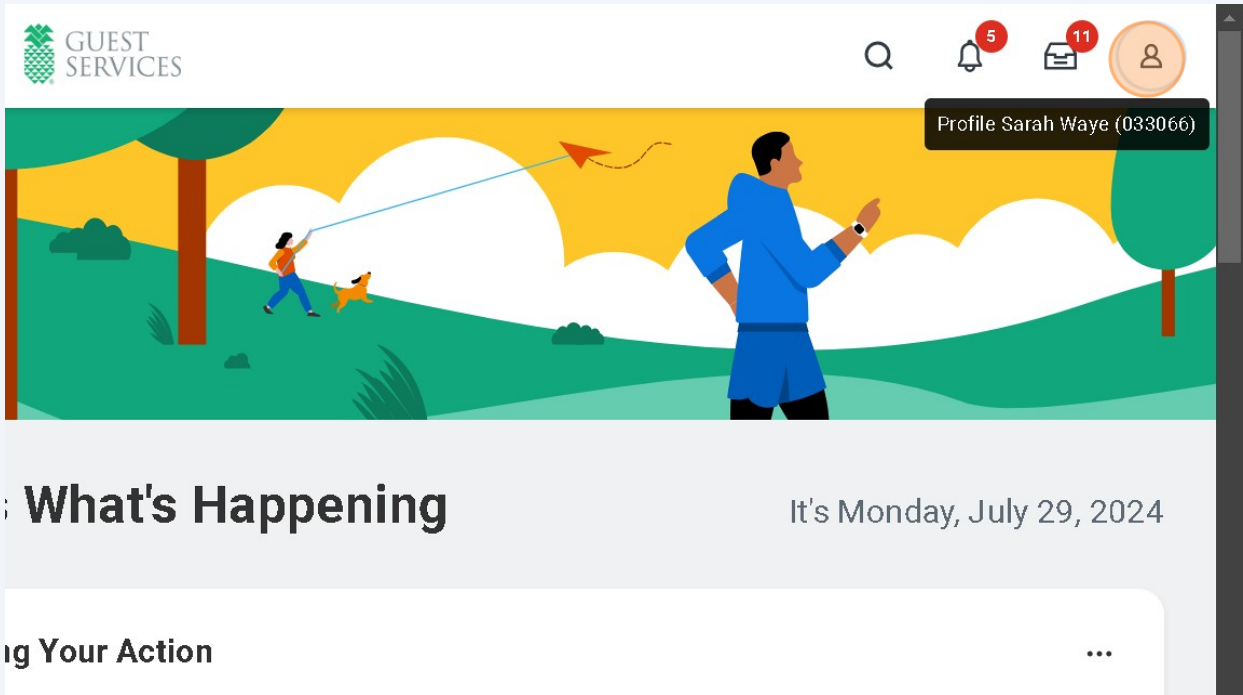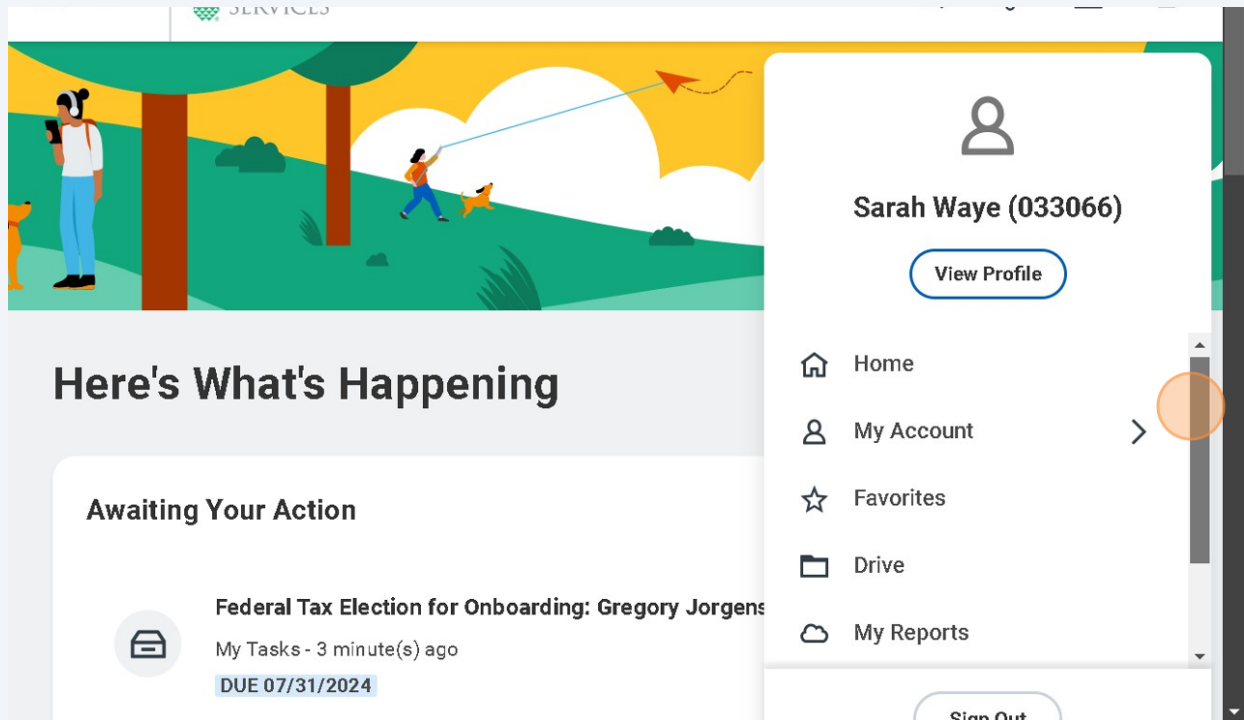# Accessing an Expense Report Delegation

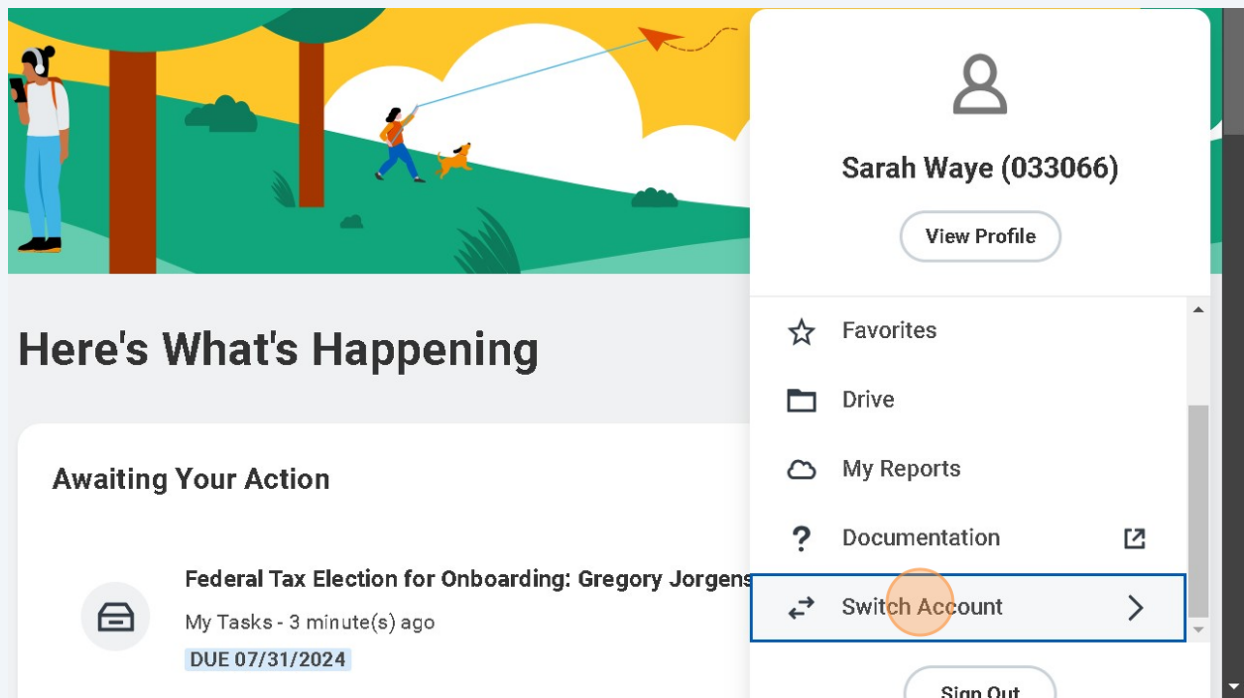**1**   Click on the profile icon in the top-right corner on Workday.
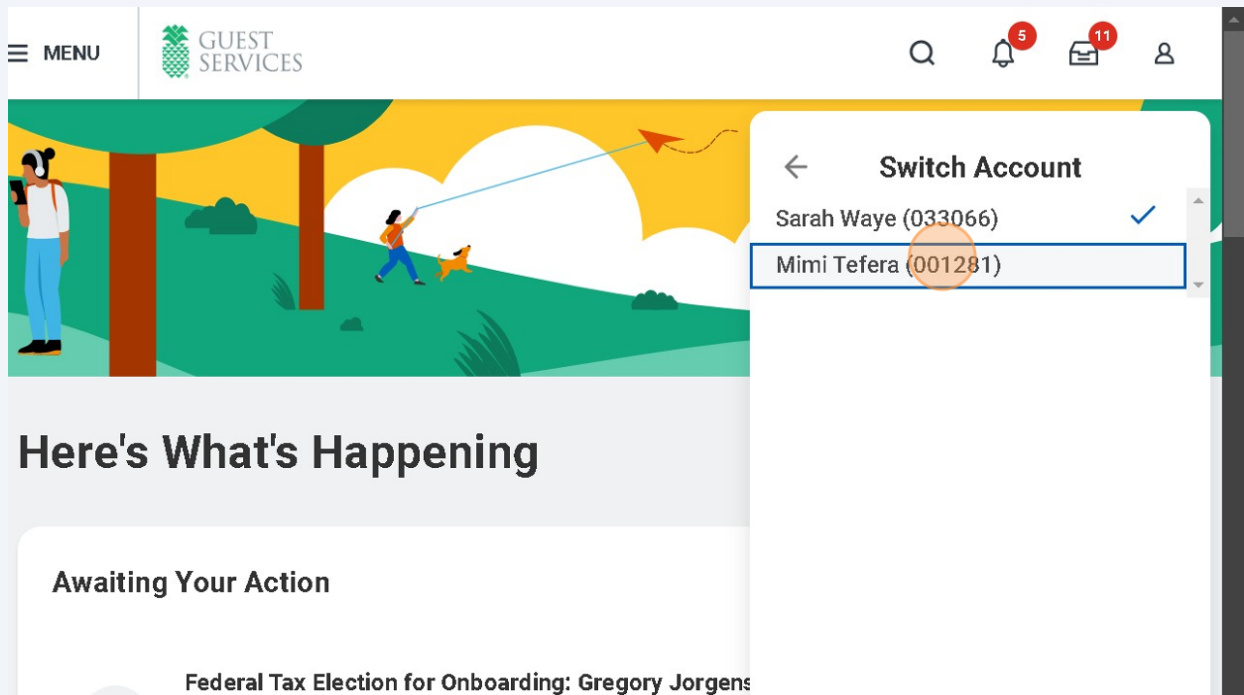
2   Scroll down if needed.

3   Click "Switch Account"

4   Select the person for whom you need to create an expense report.

5   The delegation dashboard will appear. Click "Create Expense Report."