

## How to - Remove Request and Expense Delegates

**Request Delegate:** Allows an employee to act on behalf of another user on preparing, submit and view receipts for Travel Requests.

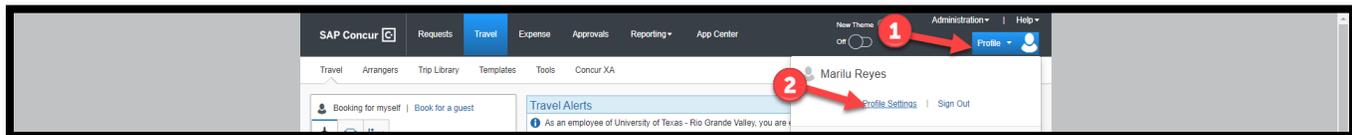
**Expense Delegate:** Allows an employee to act on behalf of another user on preparing, print, view, edit and submit expense reports, this includes Travel, Business Expense Reimbursements and Credit Card Reconciliation.

To remove a delegate, login to iTravel+ through my.utrgv.edu with your UTRGV Credentials. Once on the landing page, follow the steps below:

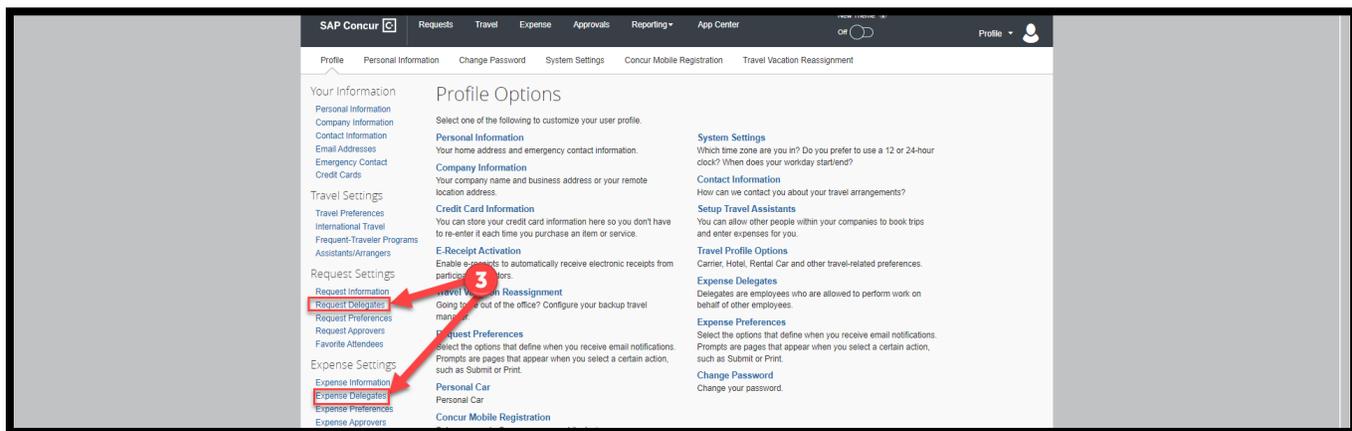
### Cardholder/Traveler

If you are the Cardholder/Traveler and need to remove an existing delegate, follow the steps below:

1. Click on “Profile” on the upper right hand corner
2. Click “Profile Settings”



3. Click on delegate link you would like to modify. (“Request Delegates” or “Expense Delegates”)



4. Ensure you are on the **Delegates** tab.
5. **Checkoff** the individua you want to remove as a delegate
6. Click **Delete**

