

## How to Assign an Alternate in e-Reimbursement

Alternates are individuals assigned to employee or non-employee profiles to enter expenses in eReimbursement. Alternates working on behalf of non-employees can enter and submit reports for approval; however, employees must submit their own reports. Prior to entry, alternates must be assigned.

**For non-employee profiles:** [See How to Obtain an e-Reimbursement Profile for a Non-Employee.](#)

**For employee profiles:** The following actions must be taken by the employee/traveler.

- 1) Sign into e-Reimbursement (See [How to Sign into e-Reimbursement](#)). Click on **Assign an Alternate** in the e-Reimbursement - Expenses box.



- 2) Click on the plus sign to add an additional row.

### Authorize Users

MEGHANN SUCHOMEL

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorize Users	
*Authorized User ID	Name
<input type="text" value="00383061"/>	SUCHOMEL,MEGHANN

- 3) Enter the alternate's Employee ID number in the Authorized User ID field. Click save.

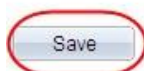
**Note:** If you do not know the Employee ID, click on the magnifying glass next to the blank field. Change the "Search by" drop down to "Description and enter the alternate's last name. Click "Look Up". Locate the alternate and click on their name. Click Save.

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Authorize Users	
*Authorized User ID	Name
<input type="text" value="00383061"/>	SUCHOMEL,MEGHANN
<input type="text" value="00537739"/>	DESHETLER-MERUCCI,STEFANIE



**Note:** To remove an alternate, click the minus sign next to his/her name, click **OK** and click **Save**.