

## **Expense Authorized User Permission Form**

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VSU PeopleSoft Expense-Authorized user for individual traveler

Please enter the name of authorized user in the blank field below, sign, print name, and email/fax 333-7408 the following back to PeopleSoft Security Admin.

Thank you!

To PeopleSoft Security Admin ,

I authorize \_\_\_\_\_ to serve as an Authorized User for PeopleSoft Expense transactions on my behalf. The user indicated above is an individual in a direct reporting relationship to me. I understand that I retain responsibility for all PeopleSoft transactions created by the delegate.

Name:

Signature:

Date: