

**Assigning a Travel Proxy**

* Login to <https://myfs.fiu.edu/psp/fscm/?cmd=login> using your AD credentials. If link doesn’t work please google “FIU Financials System”.
* Click on “Employee Self Service” in the left side toolbar
* Click on “Travel and Expense Center”.
* Click “User Preferences” on the bottom left of the page.
* Select “Delegate Entry Authority”.
  + The screen is called “Authorize Users”. Here you will see everyone who has access to create a TA or Expense report on your behalf.
* Click on the + sign to add an extra field, and enter my Panther ID # 6123859; the name “Ivonne Sarria” will populate.
  + Click “Save”

Once you have done this please let me know, and I will begin to create your TA / Expense Report.