

# How to Assign a Proxy

Before you go on vacation or extended leave, you can assign someone as your delegate to approve Pre-approval and Expense Reports.

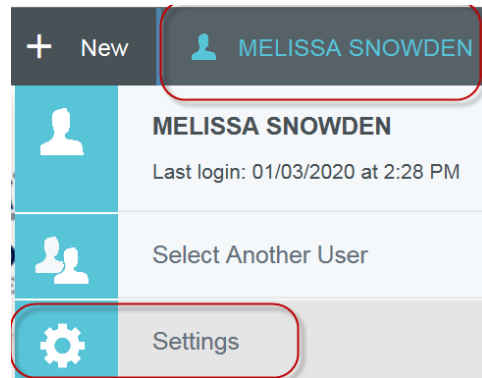
To assign someone to act as your delegate during your vacation or extended leave, complete the following steps:

①



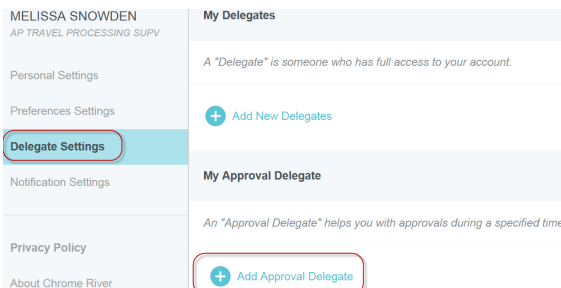
Log into Chrome River using your MIDAS id and password: <http://www.odu.edu/chromeriver>  
 You can also access Chrome River from the Office of Finance University Travel page by clicking on the "Access Chrome River" button on the right hand side.

②



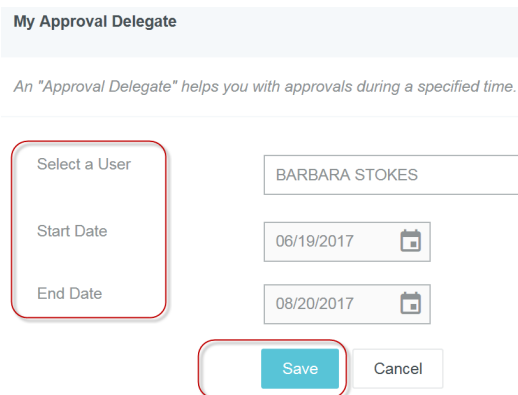
Click on your name in the upper right hand corner, and select **Settings**.

③



Click on **Delegate Settings**, and select **Add Approval Delegate** under My Approval Delegate.

④



Type the Delegate's name in the field to **Select a User**, and filter a search. Click on the name to assign as Delegate. Record the **Start and End dates** for the assigned period to approve reports, and click **Save**.