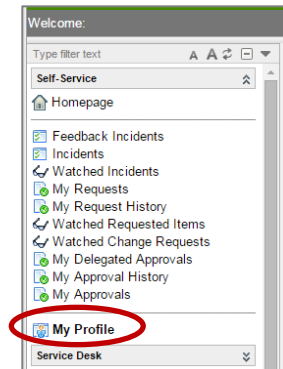
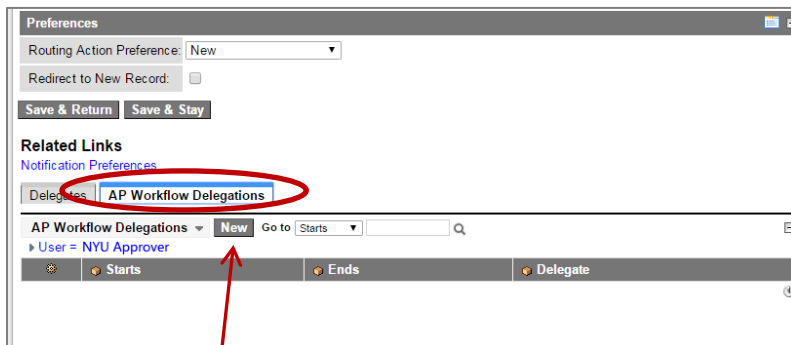




Delegating Approval Authority

For more information please visit the [Employee Reimbursement & Advances](#) page on FinanceLink.

1. Log in to ServiceLink with your netid and password. <https://nyu.service-now.com>
2. Click **My Profile**
3. Select the **AP Workflow Delegations** tab
4. Click **New**



5. Search for the person you want as your delegate
6. Set the **Start** and **End Dates**
7. Click **Submit**

