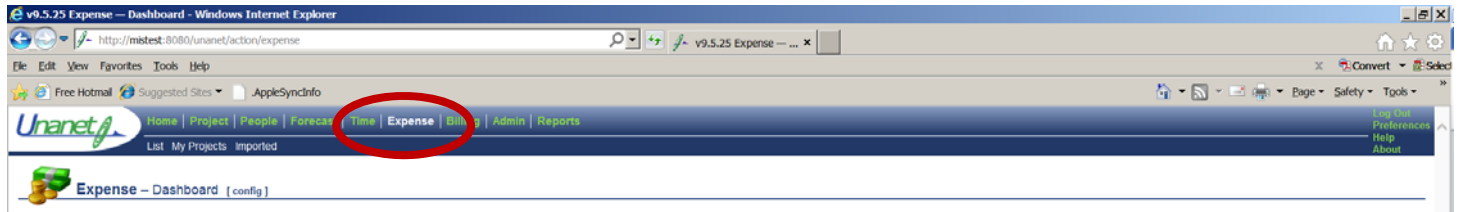


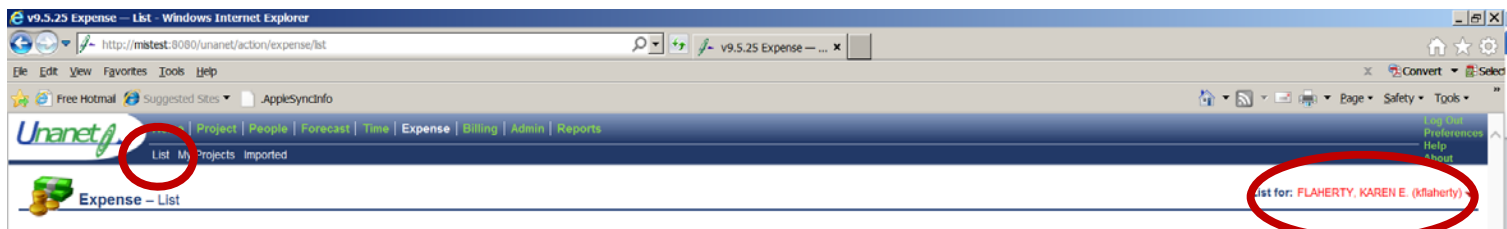
## Entering expenses as an Alternate

If an Expense user has designated you as someone who can enter expenses on their behalf, to access their reports:

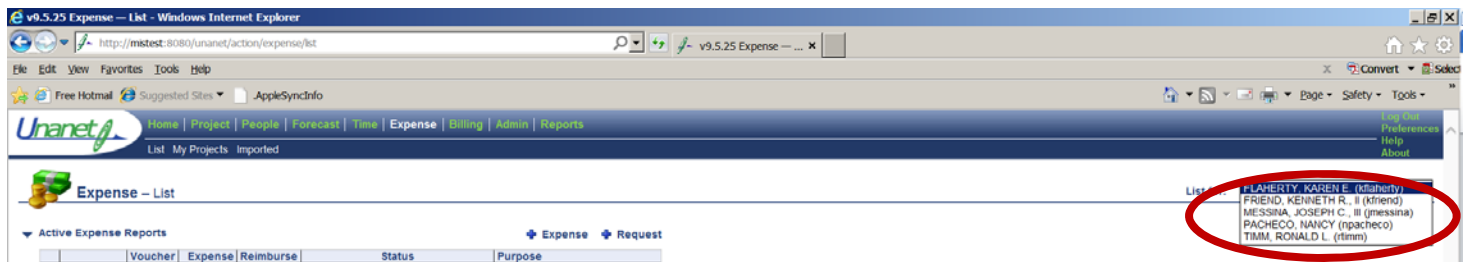
After logging into Unanet **WITH YOUR OWN USERNAME AND PASSWORD**, click on the Expense Dashboard link



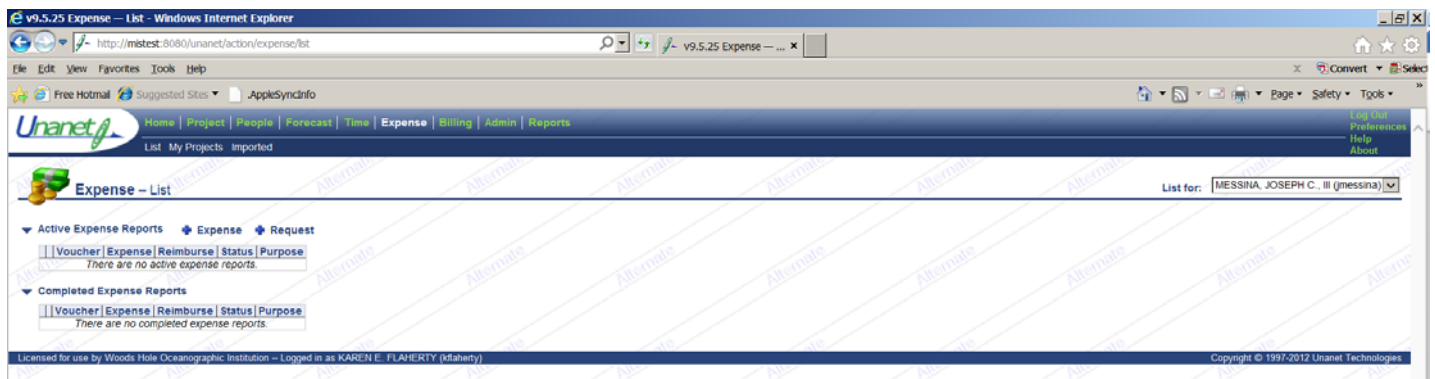
Click List link. If you are assigned as an alternate a List for: link will display on the upper right side of your screen.



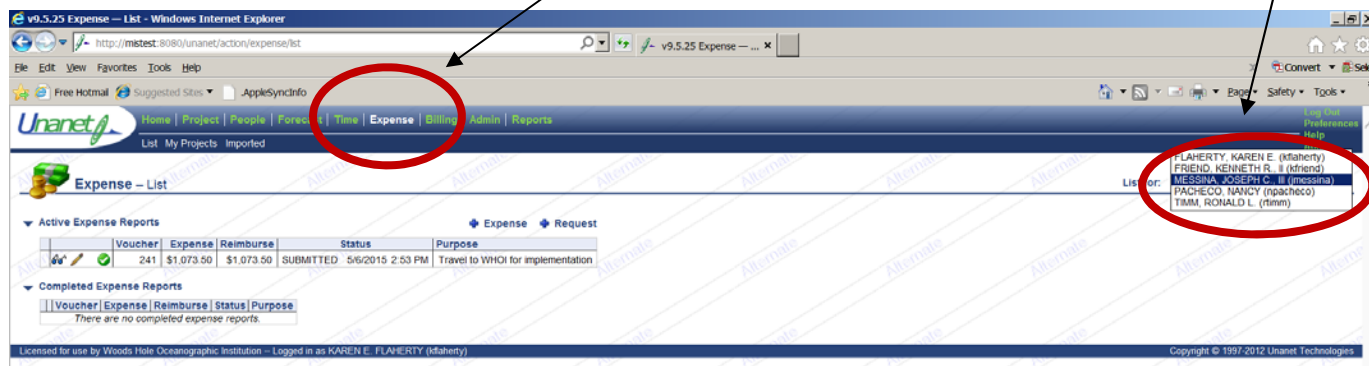
Click the Drop down arrow to display the list of users you can enter expenses for – click on the name of the user you are entering expenses for. You will then see the expense view for the person you selected:



There will be a watermark on the screen that says Alternate to differentiate it from your own expense view.



From here, the process is the same as entering expenses on your own dashboard. To return to your own dashboard you simply click on the Expense link at the top of the screen. To enter expenses as another alternate, click on List to get back to the list of people you have access to.



NOTE: The audit logs will capture the fact that you entered time for someone else. (In the example below Karen Flaherty entered an expense report for Joseph Messina)

