Use vacation rules in iExpense to designate another user to perform authorizations in your place.

Vacation rules can be set for a specified period of time, or indefinitely.

From the Expenses Home, select Vacation Rules link
From the Vacation Rules page, select **Create Rule** button
From the *Vacation Rule: Item Type* page, select the appropriate *ItemType* from the drop-down menu.
From the Vacation Rule: Notification page, select the All radio button
**Job Aid**

Set Vacation Rules & Delegate Approval Authority in *iExpenses* Module

**Contact:** rftravel@rfsuny.org

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**Expense Reports**

**Expenses Home | Expense Reports | Credit Card Transactions | Access Authorizations | Projects and Tasks | Payments Search**

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### Vacation Rule: Response

- **Indicates required field**
- **Item Type:** All
- **Start Date:** 24-Jan-2011 10:33:59
- **End Date:** Optional (No End Date = vacation rules in place indefinitely)
- **Message:** Optional (This is to the person you are delegating your authorizations to)

**Tip:** Date format in Oracle applications is DD-MMM-YYYY, example 01-JAN-2011. The **Start** and **End Date Time** defaults to the time of entry and is in a 24-hour format (military time). You can manually change the time, but you must enter hh:mm:ss using the 24-hour format. Example: 6:30 p.m. = 18:30:00

**Note:** It is best to narrow the search with specific criteria

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1. From the **Vacation Rule: Response** page, select **Calendar** icon buttons to enter **Start** and **End Dates**. **Start Date:** Required

2. **End Date:** Optional (No End Date = vacation rules in place indefinitely)

3. **Message:** Optional (This is to the person you are delegating your authorizations to)

4. **Tip:** Date format in Oracle applications is DD-MMM-YYYY, example 01-JAN-2011. The **Start** and **End Date Time** defaults to the time of entry and is in a 24-hour format (military time). You can manually change the time, but you must enter hh:mm:ss using the 24-hour format. Example: 6:30 p.m. = 18:30:00

5. To select a name, use the **Flashlight** icon. This will open the **Search and Select: User Role** page, and execute a search by typing in your search criteria (Name, User Name or Email) and selecting **Go**. From the search results, select the appropriate line

6. **Note:** It is best to narrow the search with specific criteria

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7. Select the appropriate radio button, either **Delegate your Response** or **Transfer Notification Ownership** and then click the **Apply** button. **Note:** **Delegate your Response** – Select this option if you want to give the new user authority to respond to the notification on your behalf, but if you want to retain ownership of the notification yourself. **Transfer Notification Ownership** – Select this option if you want to give the new user complete ownership of an responsibility for the notification

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**1** Use the *Create Rule* button to create additional vacation rules

**2** Use *Pencil* icon to make any changes to this vacation rule

**3** Use *Trash* icon to delete this vacation rule

**4** Status will be inactive if you set the rule’s *Start Date* in the future

You have successfully created a vacation rule which can be modified or deleted at any time.