Log into e-expenses and go into universal worklist.

Click this icon to get a drop down menu
From the drop down menu select “manage substitution rules”.

A new window will open giving the option to create, delete or refresh a substitution rule.

Create a rule

To create a new rule click the “create” button and a new window will open.

Select a nominee who you wish to receive your task.

Then assign the task[s] from the list you wish the nominee to receive. For e-expense claims select “expense”

You can then decide whether you want the nominee to receive your tasks for a specific period or fill in until the rule is deleted.

Then click the “next” button.

This will take you to the “set rule activation” screen where the dates can be set.

Once the rule has been set simply click the “save” button. The rule is now set.

Delete a rule

From within the “manage substitution rules” screen highlight the rule you wish to delete and then click the “Delete” button.