

## Access Authorization Steps

Submit all reimbursements to your Sr. Staff Assistant.

Through Oracle, under “**Access Authorizations**” for both TRAVEL and EXPENSE Reimbursements, please add the following individuals:

- Grace Gladney ([glg8801@rit.edu](mailto:glg8801@rit.edu))
- Michele Washburn ([mowpph@rit.edu](mailto:mowpph@rit.edu))
- Betsy (Mary) Saxe ([mestpo@rit.edu](mailto:mestpo@rit.edu))
- Clare Lagiewski ([calpgd@rit.edu](mailto:calpgd@rit.edu))
- Andrew Schubart ([atsfla@rit.edu](mailto:atsfla@rit.edu))
- and your Sr. Staff Assistant

Instructions

<https://myinfo.rit.edu>

Once logged into Oracle, click on the following:

1. RIT **Reimbursement for Travel**
2. My Expenses Home
3. Access Authorizations
4. Add Another Row
5. Either type in the email address or last name of individual to be added, and do a search
6. after you have added all the names please click the **SAVE** button

1. RIT **Reimbursement for Expenses**
2. My Expenses Home
3. Access Authorizations
4. Add Another Row
5. Either type in the email address or last name of individual to be added, and do a search
6. after you have added all the names please click the **SAVE** button