



Naming a Delegate in an Acting Capacity as Unit Head during Temporary Absences

The University allows for Vice-Presidents, Deans, Directors, or Chairs to name delegates in an acting capacity as Unit Head during temporary absences (e.g. business travel, vacation, etc.) for the following Financial Services documents: **expense reports, travel advances, and payment requests.**

The delegate must be of equivalent or higher status than the regular signing authority. *In the case where the delegate is not of equivalent or higher status, approval by the superior of the regular signing authority is required.*

To delegate signing authority for **Research Grants and Contracts** where you are the Principal Investigator, please use the respective Minerva menus:

- Procurement Administration Menu → **Delegate Approvals of Purchase Requisitions, Change Orders and PCard Transactions**
- Finance Fund Administration Menu → **Delegate Temporary Signing Authority**

This is to inform you that I will be away from the Faculty/Department of _____

From _____ to _____. In my absence

_____ will assume responsibilities and will have signing authority for the above-mentioned period.

Regular Signing Authority:

Temporary Delegate:

Full Name _____

Full Name _____

Title _____

Current Title _____

McGill ID _____

McGill ID _____

Signature /Approval _____

Signature /Approval _____

Date _____

Date _____

Approval by the superior of the regular signing authority if the delegate is not of equivalent or higher status

Print Name _____

Print Title _____

Signature /Approval _____

Date _____

Email to: traveldeskhelpt@mcgill.ca