



CHROMERIVER EXPENSE

Delegate an Approval Proxy

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An Approval Delegate is someone assigned to approve pre-approval requests and expense reports for a specified time period.

Steps to assign an Approval Delegate:

1. Click on the drop-down arrow to right of the Expense Owner's name
2. Click on Account Settings
3. Click on Delegate Settings
4. Click on Add Approval Delegate
5. Type the name of the person to select and assign as an Approval Delegate.
6. Input the start and end dates for the Approval Delegate to approve reports
7. Click Save

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The screenshot displays the 'emburse chromeriver' interface. On the left, a navigation menu includes 'Approvals', which is highlighted in orange. Below this, a summary shows 'Approvals Needed' with '2 Expense Reports' and '0 Pre-Approvals'. The main content area features the 'OLD DOMINION UNIVERSITY' logo. On the right, a user profile for 'MELISSA SNOWDEN' is visible, with a dropdown menu open. The menu options are 'Select Another User', 'Account Settings' (highlighted in yellow), and 'Logout'. Red boxes with numbers '1' and '2' are placed over the user profile and the 'Account Settings' option, respectively.

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MELISSA SNOWDEN
AP TRAVEL PROCESSING SUPV

Personal Settings

Preferences Settings

Delegate Settings 3

Notification Settings

Privacy Policy

About Chrome River

My Delegates

A "Delegate" is someone who has full access to your account.

 Add New Delegates

My Approval Delegate

An "Approval Delegate" helps you with approvals during a specified time.

4  Add Approval Delegate

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5 Select a User

MONIQUE JOHNSON-DOWE

6 Start Date

04/05/2024



6 End Date

04/07/2024



7

Save

Cancel