Delegate an Approval Proxy

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

Delegate an Approval Proxy

Delegate an Approval Proxy

emburse
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MELISSA SNOWDEN

My Delegates

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

Add New Delegate

Delegate Settings 3

My Approval Delegate

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

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Add Approval Delegate

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