

How to Add an Approval Delegate in Emburse

Learn how to designate a colleague to manage your approval tasks within the Emburse Enterprise platform. This guide explains the process of assigning a specific delegate and setting the duration for their authority.

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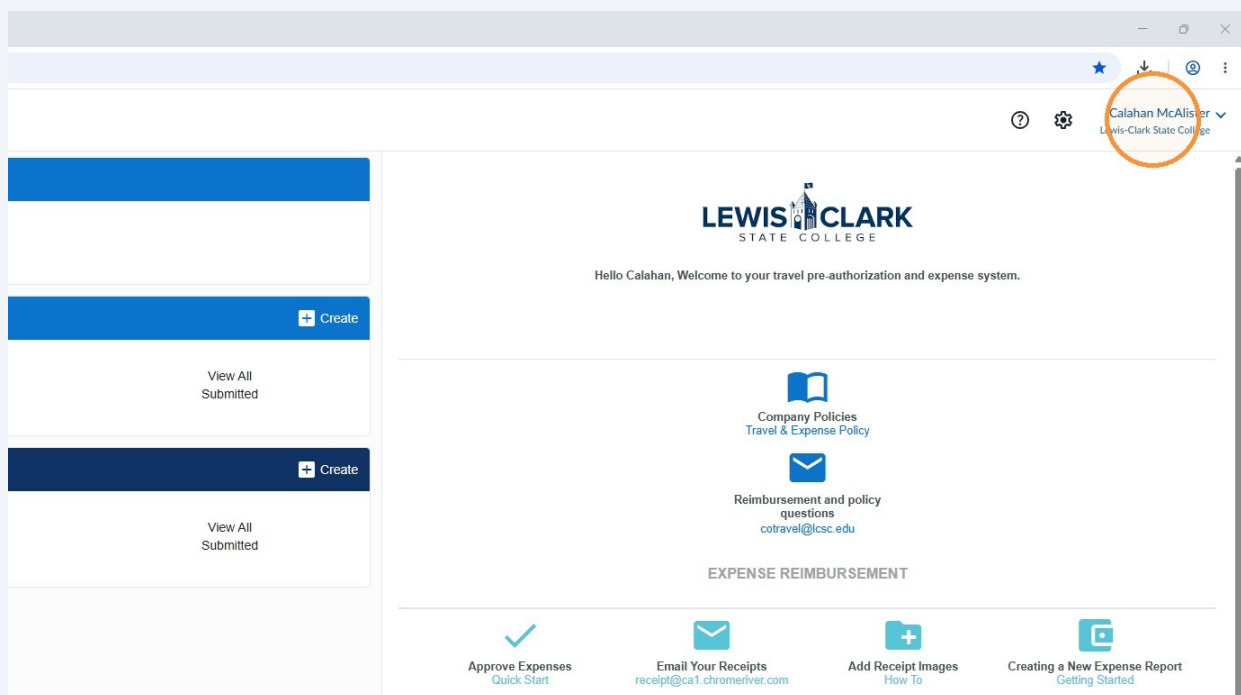
This process allows you to add an approval delegate to your profile. An approval delegate is some one who can approve on your behalf during a period of time. You can only have one approval delegate at a time on your profile.

As the traveler, you will still be responsible for reviewing and approving your travel.

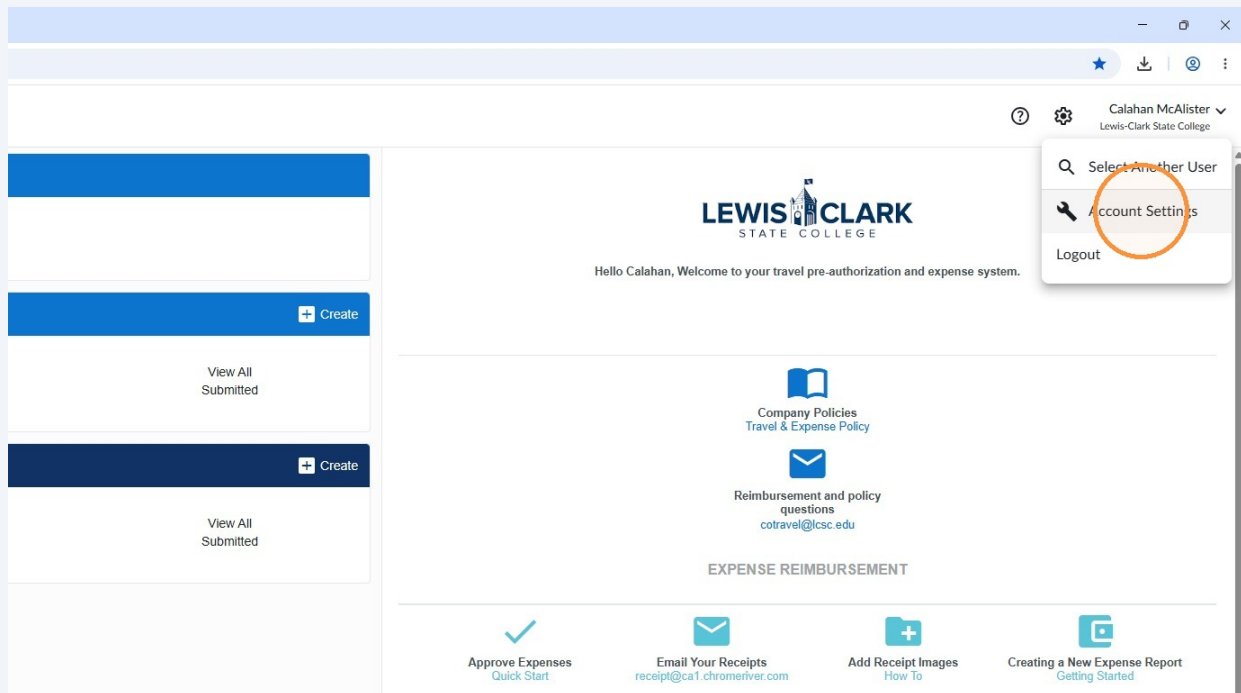
Log into Emburse

<https://app.ca1.chromeriver.com/login/sso/saml?idp=lcsc.edu>

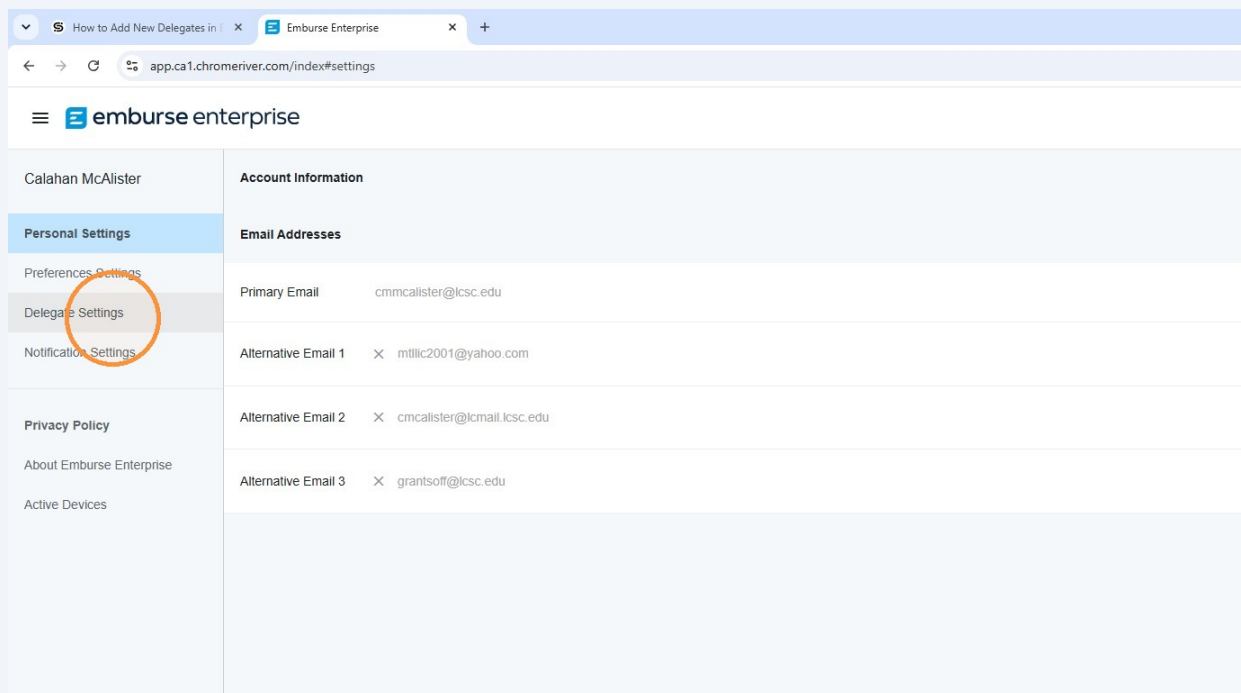
Click on your name in top right hand corner.



2 Select Account Settings



3 Select Delegate Settings on the left hand side.



4 Click "Add Approval Delegate"

The screenshot shows a web interface with a left sidebar and a main content area. The sidebar contains the following links: Personal Settings, Preferences Settings, Delegate Settings (highlighted in blue), Notification Settings, Privacy Policy, About Emburse Enterprise, and Active Devices. The main content area has a header section titled 'My Delegate' with a sub-header 'A "Delegate" is someone who has full access to your account.' Below this is a list containing 'Debbie Stellyes' with a close icon (X) and a blue '+ Add New Delegates' button. A second section titled 'My Approval Delegate' has a sub-header 'An "Approval Delegate" helps you with approvals during a specified time.' Below this is a blue '+ Add Approval Delegate' button, which is circled in orange.

5 Start typing in the name you want as a delegate. Make sure to select name from drop down menu to add.

The screenshot shows the same web interface as before, but now the 'Add Approval Delegate' form is open. The sidebar is identical. The main content area shows the 'My Approval Delegate' section with the sub-header 'An "Approval Delegate" helps you with approvals during a specified time.' Below this is a form with the following fields: 'Select a User' (a dropdown menu with 'Search for Name' as the placeholder text, circled in orange), 'Start Date' (a date picker), and 'End Date' (a date picker). At the bottom of the form are two buttons: 'Save' (blue) and 'Cancel' (white with a blue border).

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

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Debbie Stellyes

+

Add New Delegates

My Approval Delegate

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

Select a User

Start Date

End Date

debbie

Debbie Stellyes

Debbie Wassmuth

Save

Cancel

6 Enter a start date

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Debbie Stellyes

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Add New Delegates

My Approval Delegate

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

Select a User

Start Date

End Date

Debbie Stellyes

Save

Cancel

7 Enter an end date

The screenshot shows a web application interface for setting an approval delegate. On the left is a sidebar with a blue header and menu items: 's', 'erprise', 'Delegate Settings', 'Notification Settings', 'Privacy Policy', 'About Emburse Enterprise', and 'Active Devices'. The main content area has a white header with a blue '+ Add New Delegates' button. Below this is a section titled 'My Approval Delegate' with a light blue background and a descriptive sentence: 'An "Approval Delegate" helps you with approvals during a specified time.' The form contains three fields: 'Select a User' with a dropdown menu showing 'Debbie Stellyes', 'Start Date' with a date picker showing '08/03/2026', and 'End Date' with an empty date picker. An orange circle highlights the 'End Date' field. At the bottom of the form are 'Save' and 'Cancel' buttons. The Windows taskbar is visible at the bottom of the screen.

8 Click Save

This screenshot shows the same 'My Approval Delegate' form as the previous one, but with the 'End Date' field now populated with '08/14/2026'. The 'Save' button at the bottom of the form is circled in orange, indicating it should be clicked. The rest of the interface, including the sidebar and header, remains the same. The Windows taskbar at the bottom shows a weather widget indicating '65°F Partly sunny'.

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This process will send an email notification to both the Approval Delegate and the Traveler confirming that the selected individual is authorized to approve on behalf of the Traveler for the specified period.

Traveler is still responsible for approving their own travel.