Emburse User Guide:
Approve a Pre-Approval Submitted by a Delegate

Receive a Pre-Approval Request Email

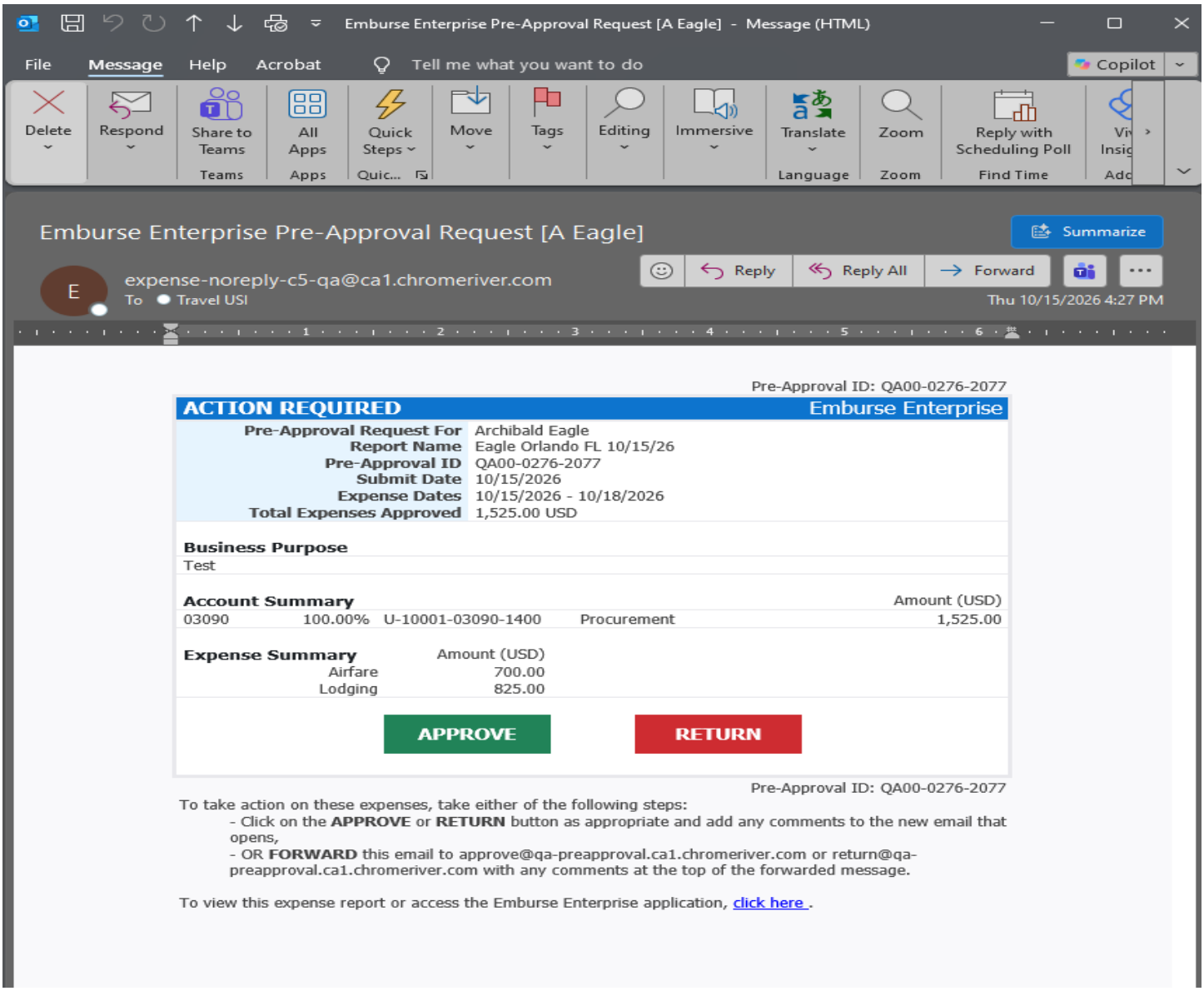
If you have a delegate create your trip Pre-Approval in Emburse, then once the delegate submits it, you will receive an email from Emburse requesting action from you (the traveler).

The email provides a brief overview of the Pre-Approval information.

- Note: Comments and documents uploaded to the Pre-Approval are **not** included with the email. To view these items, log in to Emburse.

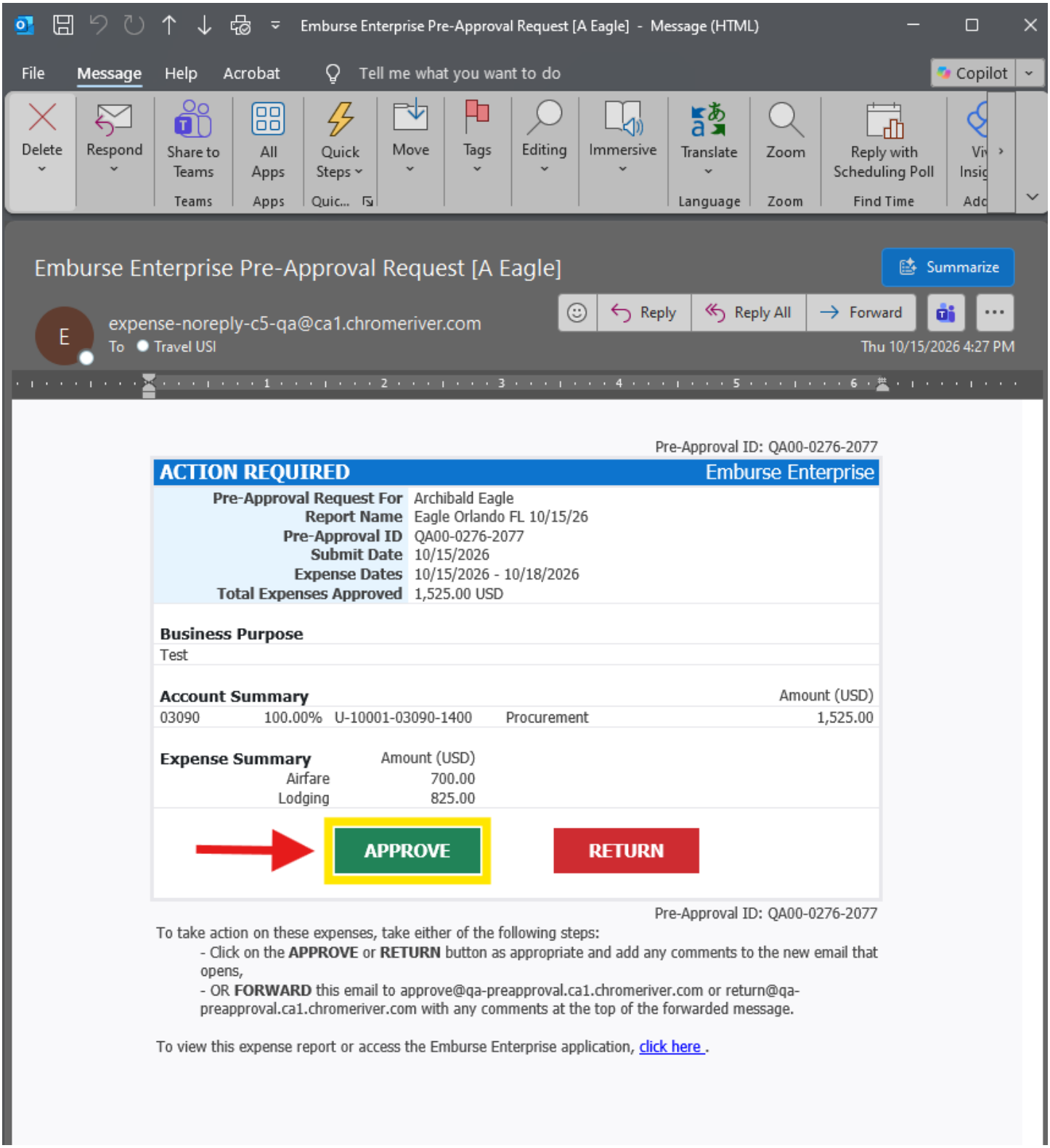
You must either Approve or Return the Pre-Approval. This guide reviews the two ways to Approve a Pre-Approval: Through Email and Through Emburse.

- Note: To Return a Pre-Approval so changes can be made, view the guide *Return a Pre-Approval Submitted by a Delegate*.

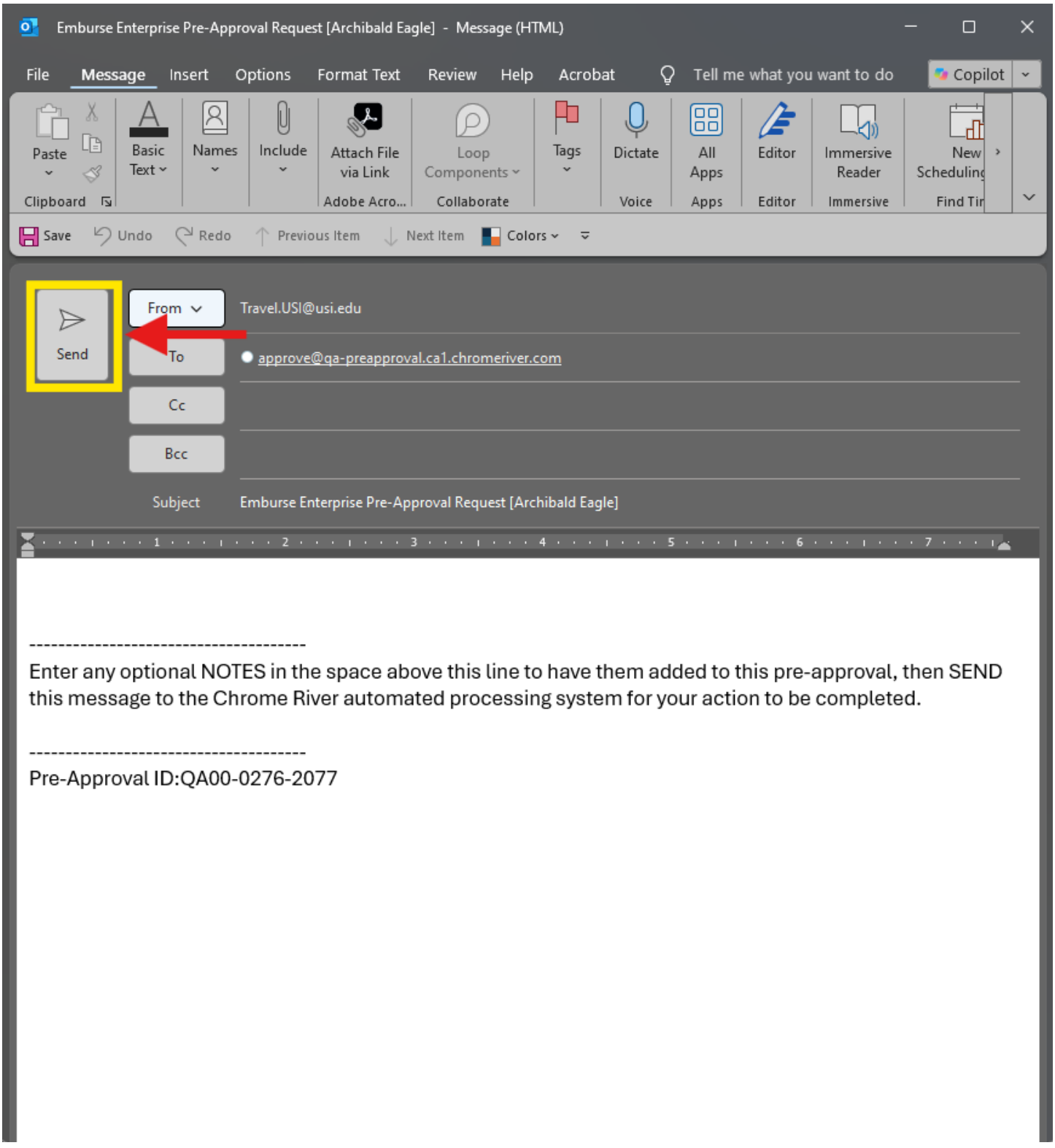


Approve a Pre-Approval – Through Email (top)

Review the Pre-Approval email and click **APPROVE**.

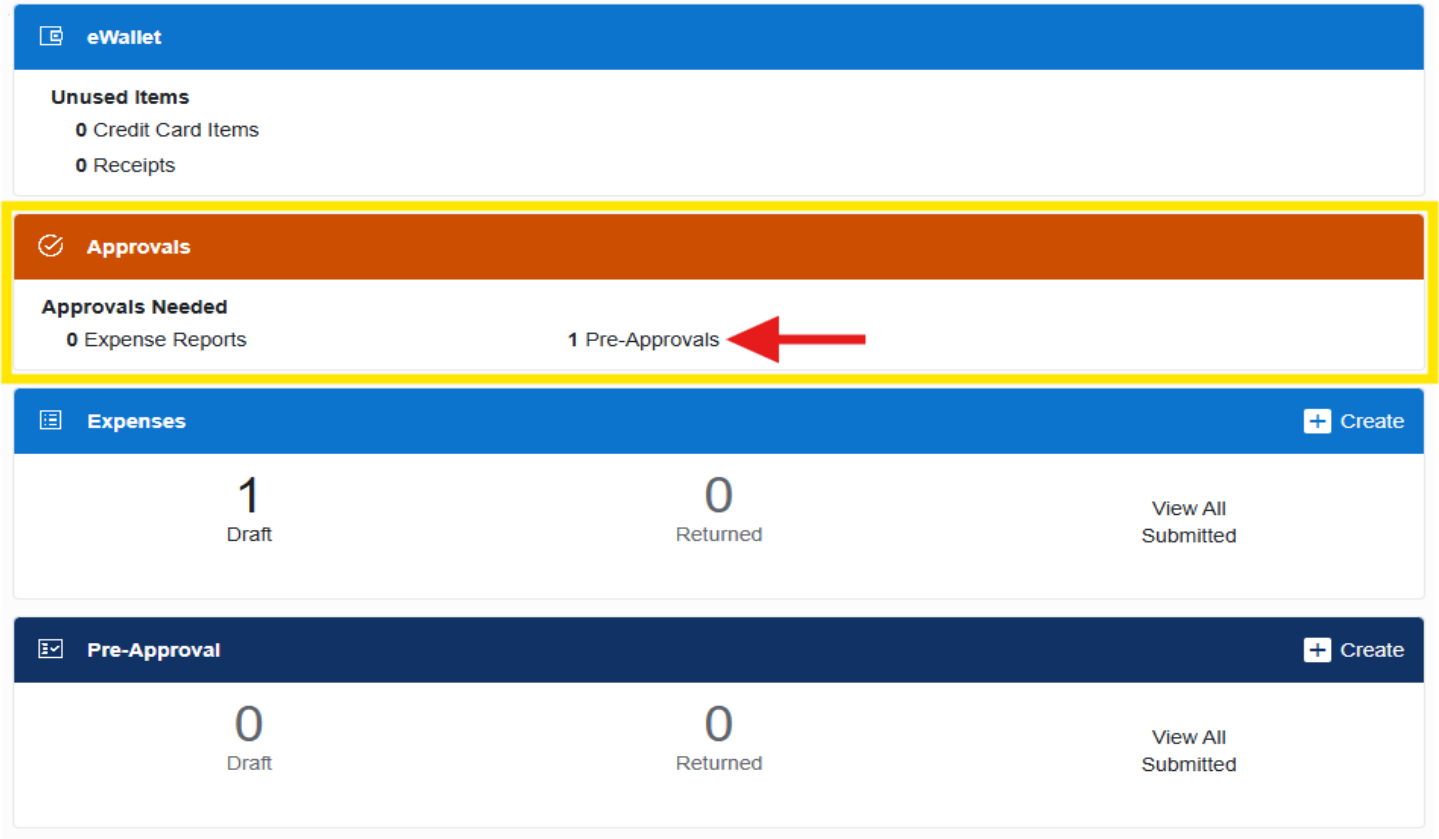


A new email reply message will open. Click **Send**. Comments may be entered, but they are not necessary.



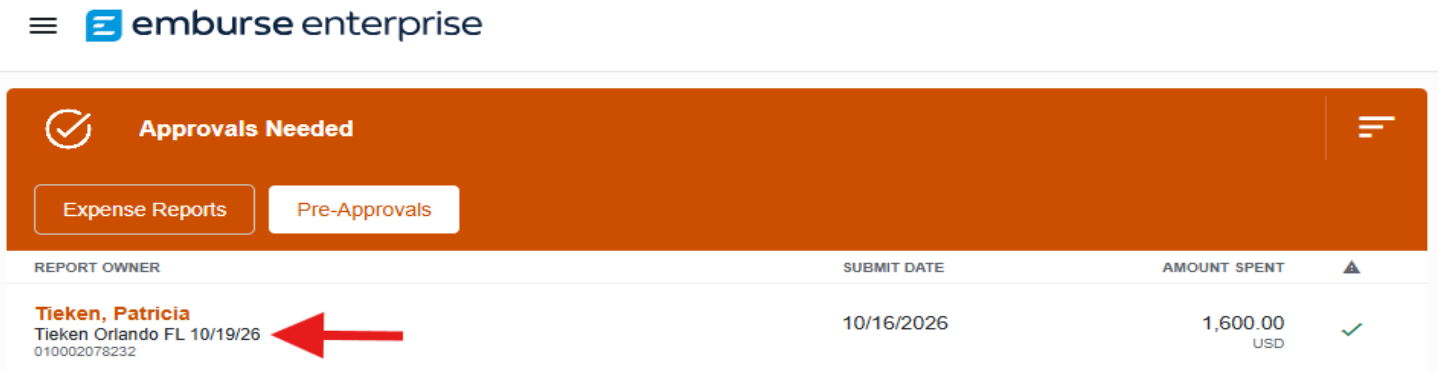
Approve a Pre-Approval – Through Emburse (top)

If a document is pending review for approval, then the Approvals ribbon appears on the Emburse home screen. To see the list of pending approval documents, click the **Pre-Approvals** link.



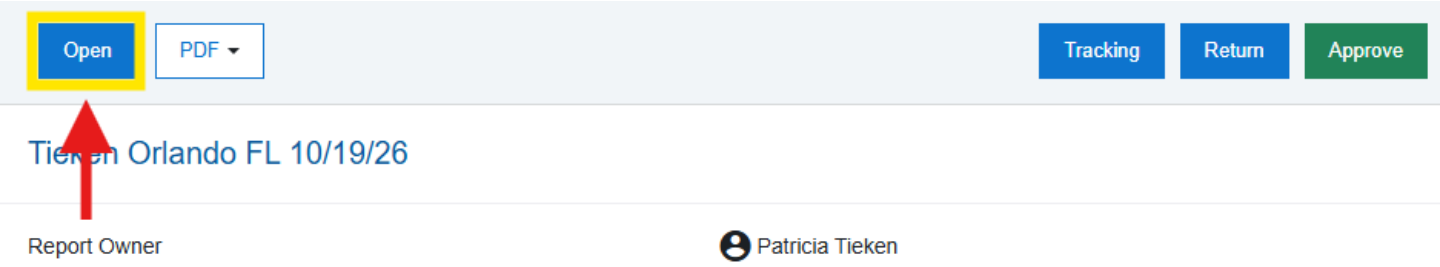
Click the **Pre-Approval** document that needs to be reviewed.

- Note: The description should include the traveler's last name, destination, and trip departure date in the header.



The Pre-Approval Header opens on the right for review. **Scroll down** to assess the Pre-Approval's **Trip Information**, **Comments,** and **Attachments**.

- Note: Click **Open** to open the Pre-Approval in the Pre-Approval Report view, which will provide additional details for each expense estimate.



Click **Approve** if no changes are needed.

