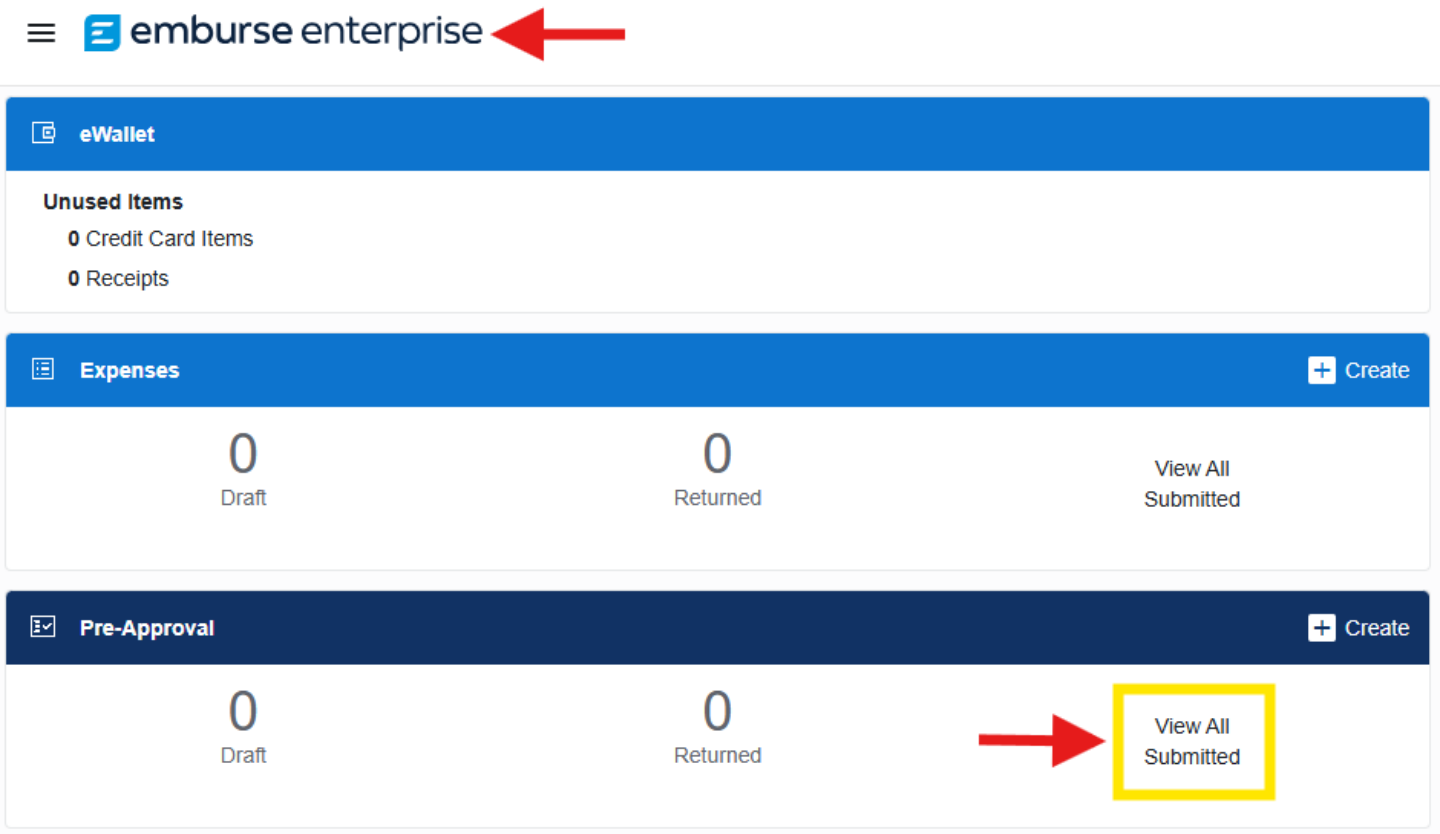
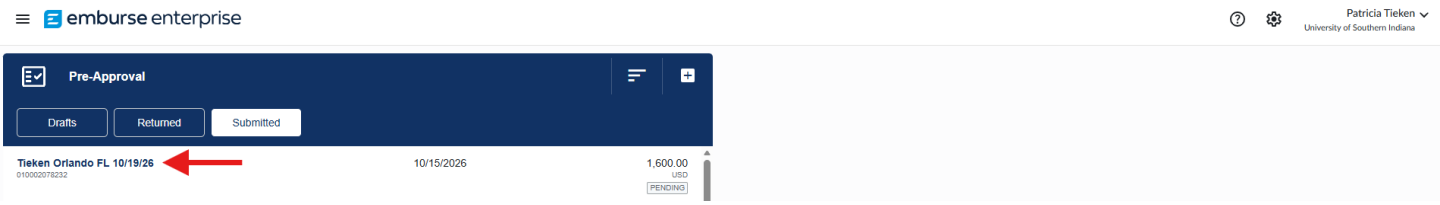
Emburse User Guide:
Track a Pre-Approval

Find and click **View All Submitted** on the Home Screen in the Pre-Approval ribbon.

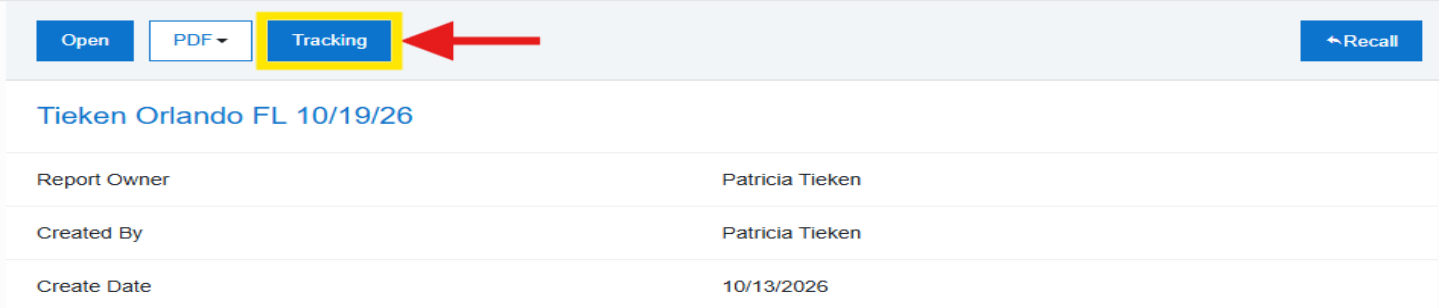
- Tip: If you are not on the Home Screen, then click the **Emburse Enterprise** logo to be taken to it.



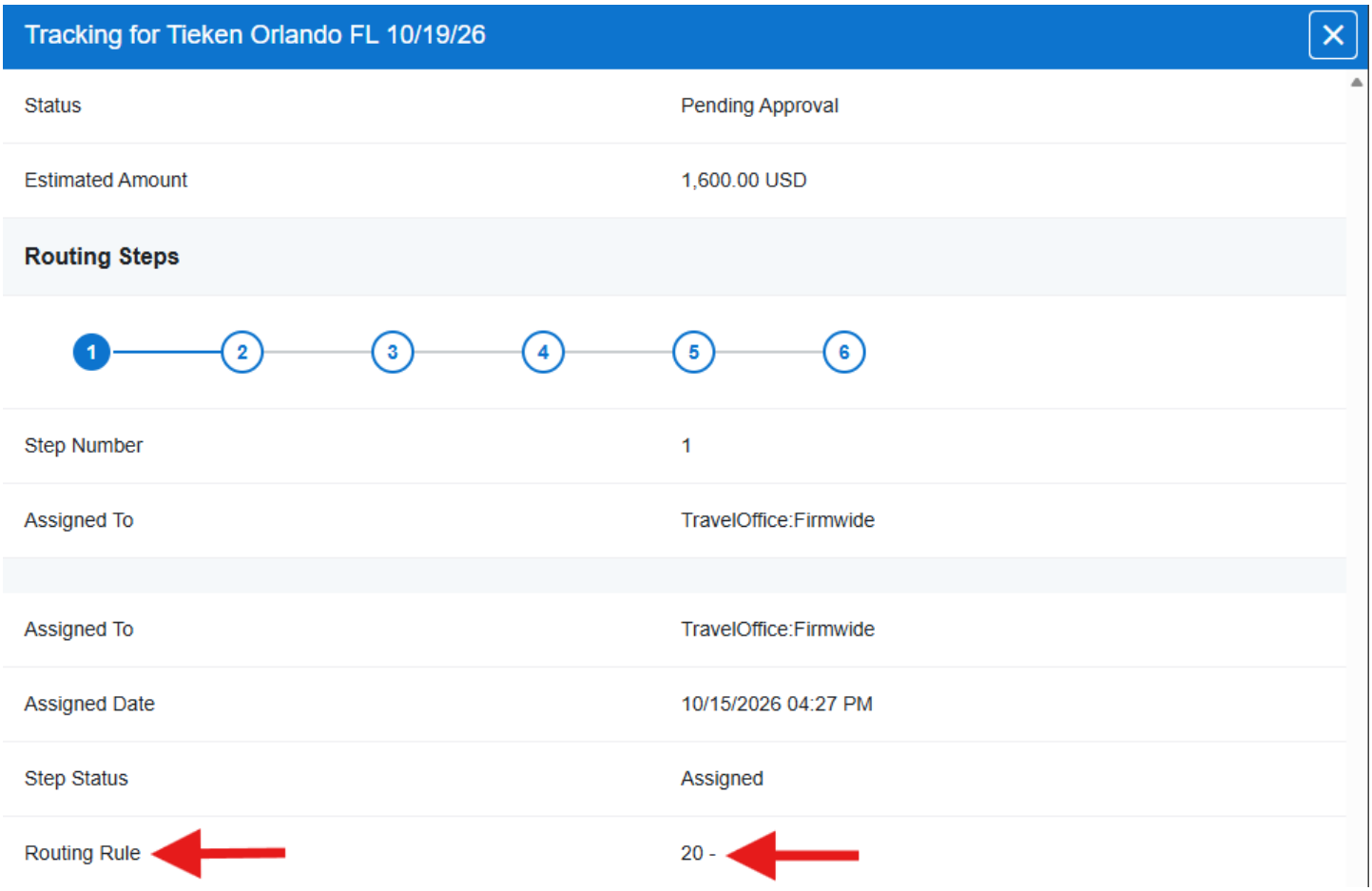
From there, click the appropriate **Pre-Approval** on the left.



Then click **Tracking**.



Below is an example of what tracking a Pre-Approval looks like after submission.
The Routing Rule number will identify which approving area has yet to approve the request.



Routing and Workflow Information – Areas Report Up to the Provost

10 Traveler Approval: the traveler will only approve if their Pre-Approval is completed/submitted by a delegate
20 Travel Procurement: for preliminary review
30 Department Financial Managers: when funding support is requested from the department(s)
40 College Financial Managers: when funding support is requested from the college
50 Provost Office Financial Managers: when funding is requested from the Provost
60 Student Affairs: will only approve if the trip involves a student(s)
70 Provost Office: for review for all areas reporting up to the Provost
80 Travel Procurement: for final review

Routing and Workflow Information – All Other University Areas

10 Traveler Approval: the traveler will only approve if their Pre-Approval is completed/submitted by a delegate
20 Travel Procurement: for preliminary review
30 Department Financial Managers: when funding support is requested from the department
60 Student Affairs: will only approve if the trip involves a student(s)
80 Travel Procurement: for final review