Emburse User Guide:
Enter a Pre-Approval or Expense Report on Behalf of a Traveler

Select the Traveler's Profile

Click your name in the top-right corner of the page to open the drop-down menu, which will show your name listed first with a person icon to the left. This means you are currently active in your Emburse account.



Below your name is a list containing the traveler(s) for whom you have delegate status, meaning you may enter Pre-Approvals and Expense Reports on his/her behalf.

- *Tip*: If you do not see a traveler listed for whom you need/want to be a delegate, then request that the traveler add you as a delegate on his/her profile. Refer them to the guide *Add or Remove a Delegate*.



Click on the name of the traveler for whom you want to create/edit/view a Pre-Approval or Expense Report. Notice that your name has been replaced by the traveler's name you selected. This indicates you are now in his/her Emburse account (delegate mode). You may now proceed with creating/editing/viewing the selected traveler's Pre-Approval or Expense Report.

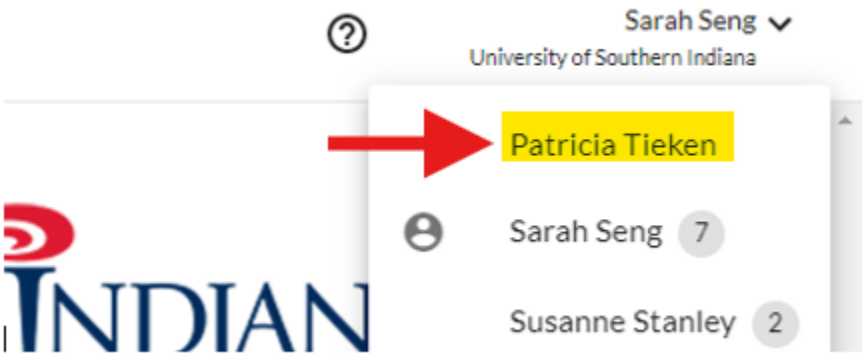


Return to Your Profile

To return to your profile, click the traveler's name.



Select your name from the top of the drop-down menu.



Notice that your name has replaced the traveler's name. This indicates you are in your profile and no longer in delegate mode.

