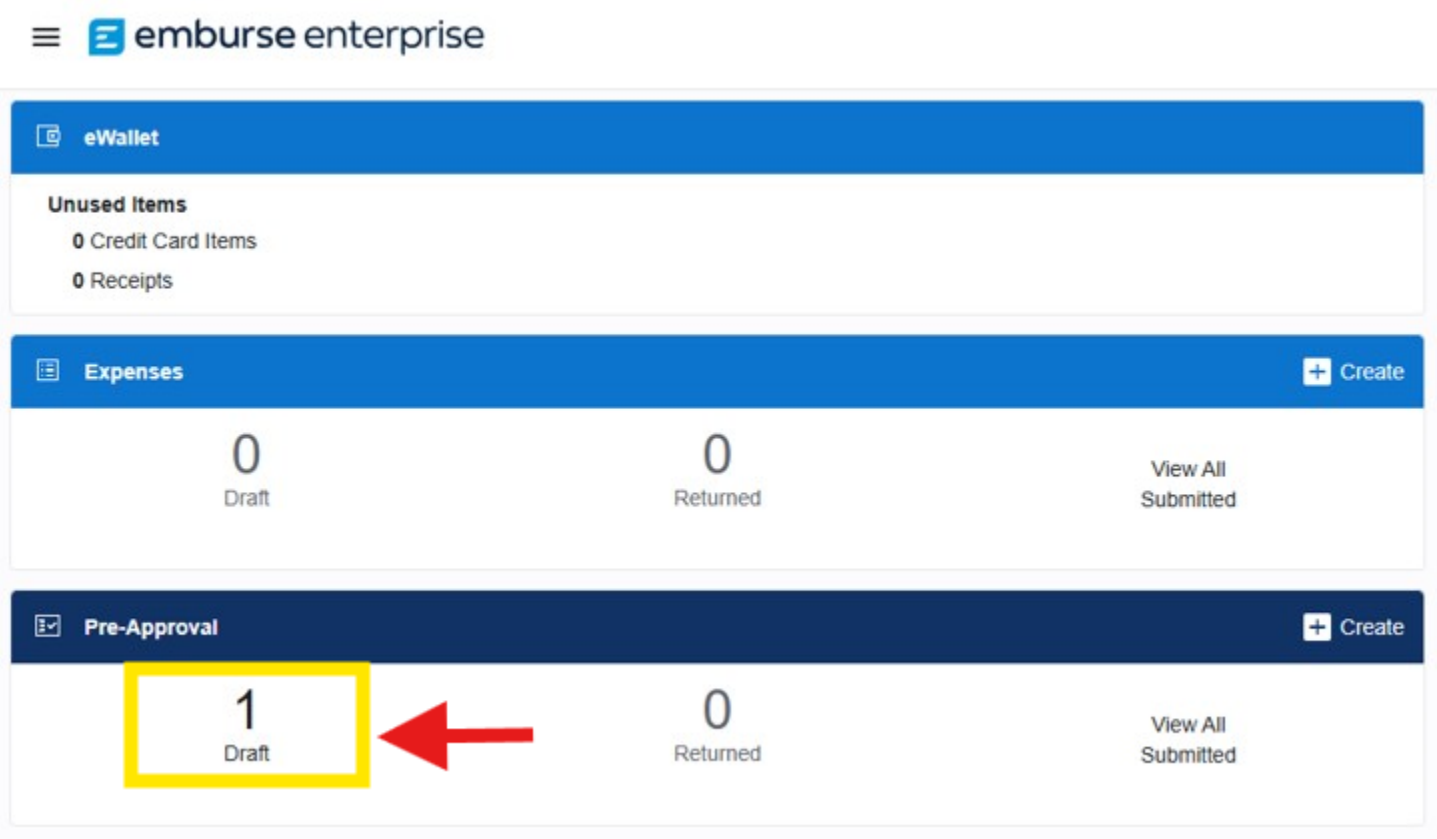
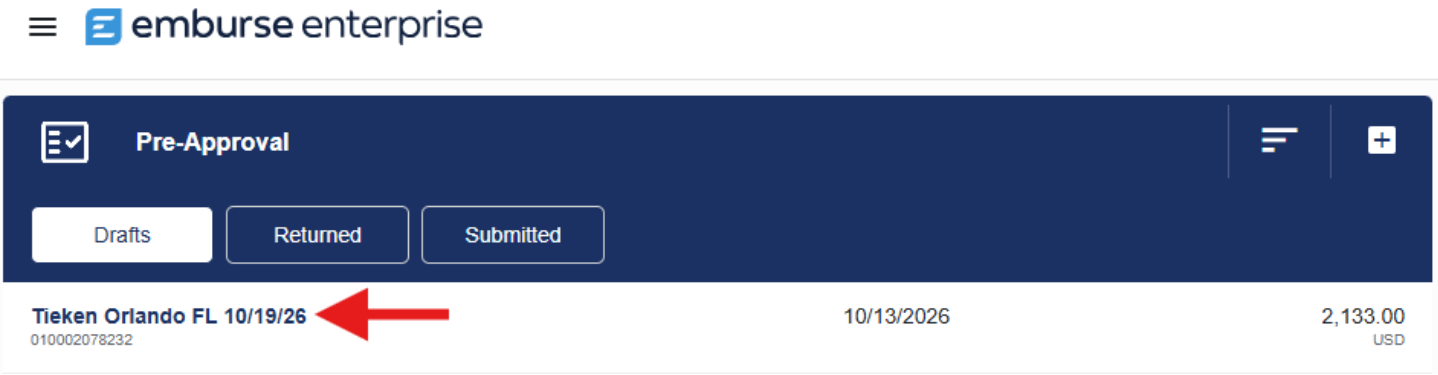
Emburse User Guide:
Delete a Pre-Approval

Step 1: Select the Pre-Approval

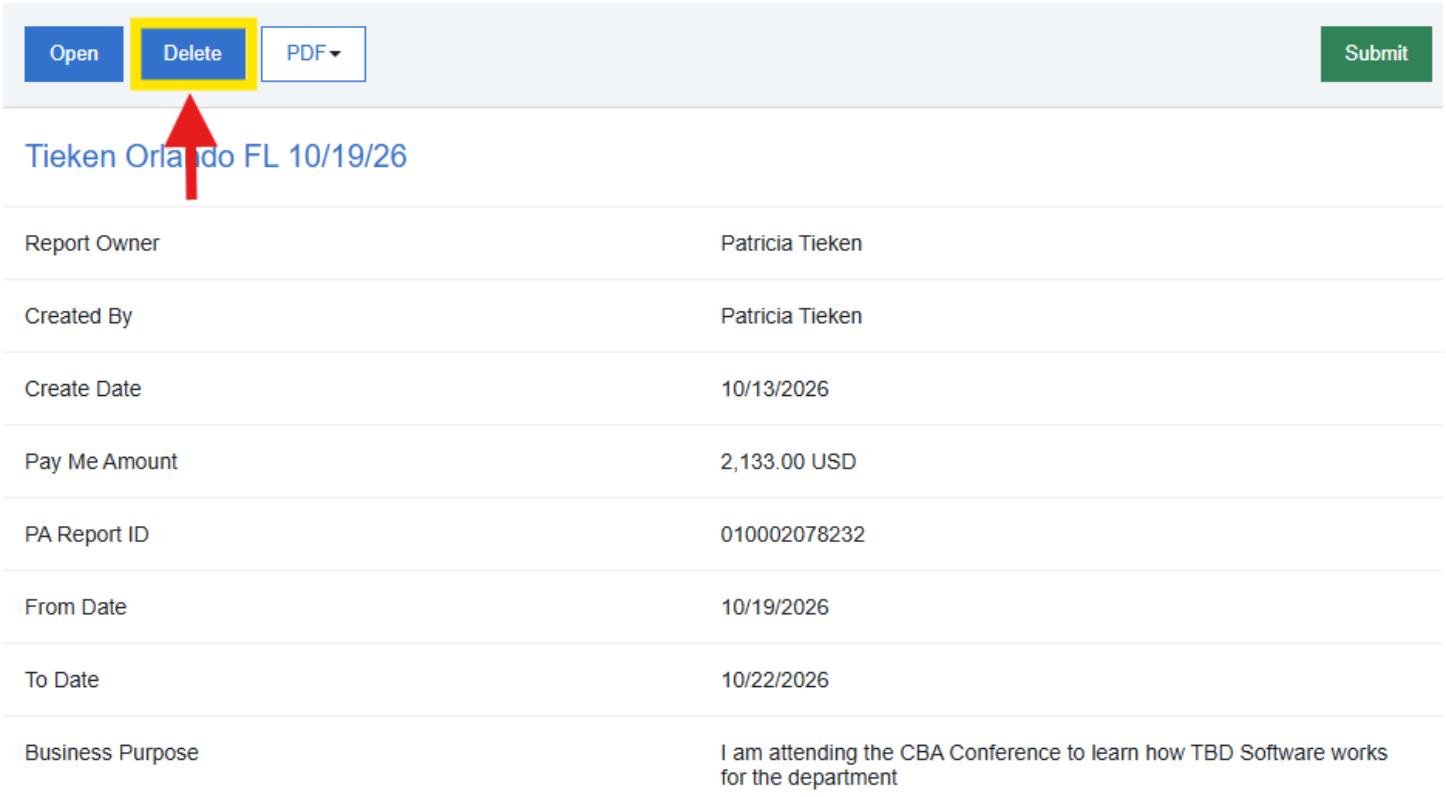
In the Pre-Approval ribbon, click **Draft** or **Returned**, depending on which folder the Pre-Approval is in.



Select the Pre-Approval that needs to be deleted.



The Pre-Approval Header will open to the right. Click **Delete**.



The box below appears asking, **Are you sure you want to delete this item?** Click **Cancel** or **Delete**.

